

<p>1. PROPERTY I/We hereby require a Property Certificate for:</p> <p>() Dwelling</p> <p>() Other Residential - e.g. Nursing Home, Hotel, Guest Houses etc.</p> <p>() Commercial – e.g. Shop, Factory Unit etc.</p> <p>() Land Only</p> <p>PERIOD REQUEST (see Information for applicants, note 2)</p> <p>() 10 year search</p> <p>() 1973 search</p> <p>() 10 year search from to</p> <p>() Follow – on 10 year search from to</p>	<p>Office use only:</p> <p>Reference No:</p> <p>Date Received:</p> <p>Payment received:</p> <p>Receipt No:</p> <p>Cheque No:</p> <p>Scanned:</p> <p>Issue Date:</p>
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2. ADDRESS OF PROPERTY

Address

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Postcode

NAME OF VENDOR

Telephone No.....

If Commercial Property please specify current business name
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3. NAMES OF PREVIOUS OWNERS (during specified period of search)

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4. DETAILS OF PRESENT OCCUPIER (if not Vendor)

Surname..... Forenames.....
 Address

 Postcode.....
 Tel No..... Mobile No.....
 Email.....

5. DETAILS OF APPLICANT

Name / Company
 Address

 Postcode.....
 Tel No..... Mobile No.....
 Email.....

The relevant Fee is enclosed with this Application

Date.....
 Applicant's signature.....

Standard Fees from 1 January 2004

Type of Certificate	Fee
Standard 10 year search	£70
1973 search	£95
Specified 10 year search	£70
Follow on 10 year search	£30

Privacy Statement

We are collecting information from you for the purposes of processing Property Certificate applications. This processing is necessary to assist the conveyancing of property within the Council Borough and our lawful basis is 6(1)(e) processing is necessary for a task carried out in the public interest . Information collected may be shared with other Council sections and Government agencies. Information will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required. You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Data Protection Officer, Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB
 T: 028 94 463113
 E: DPO@antrimandnewtownabbey.gov.uk