



Issue 2

14 April 2023

Welcome to issue 2 of *Practice and Process*, which looks at changes in March – a relatively quiet month in terms of updates.

PG1



Which practice guide has changed?

[Practice guide 1: first registrations](#)

When did it change?

13 March 2023

What has changed?

We have amended Section 4.1 to clarify who can apply for voluntary first registration of an unregistered legal estate in the name of a deceased estate owner, where no assent or transfer has been made.

What does it mean for customers?

In such circumstances, the administrator(s) or executor(s) can voluntarily apply to be registered as proprietor. Applications must be supported by a copy of the grant of representation and made by all the personal representatives.

PG50



Which practice guide has changed?

[Practice guide 50: requisition and cancellation procedures](#)

When did it change?

13 March 2023

What has changed?

We have amended Section 2 to clarify the time we allow to comply with requisitions and when we send warnings of cancellation.

What does it mean for customers?

For most applications we allow a period of 60 days in which to comply with a requisition. We normally send advance warning of cancellation after 40 working days.

Process changes



In last month's *Practice and Process*, we set out a change in our approach to the way we deal with certain errors or omissions within applications we receive. The update focusing on issues relating to restrictions and discharges prompted a number of queries. We are collating these with a view to making our responses available more widely. Watch this space!

Panel 9 every time, the caseworker's rhyme

We ask for an address for service for each registered proprietor so that, should we need to communicate with them, we have their correct address.

Where an application is submitted through our [Digital Registration Service](#), the address for service information is gathered through the submission process. This is one of the benefits of using the service, helping you to avoid errors and unnecessary requisitions.

Where a form AP1 is completed manually and submitted, we **always** take the address for service from panel 9 where this is included. If this panel is left blank, we may need to send a request for the information (requisition).

Registered proprietors can apply to change their address at any time.

They can list up to three addresses for service each, including an email address and/or an overseas postal address.

Where there's more than one proprietor, it's important to indicate clearly whose address is whose:

The image shows two examples of Panel 9 forms. The left form is marked with a red 'X' and shows a list of names (Simon Jones, Sarah Jones, Michael Smith, Melissa Smith) and a single address (12, Acacia Drive, AB1 2CD). The right form is marked with a green check and shows the same names with three separate addresses: Simon Jones, 12, Acacia Drive, AB1 2CD; Sarah Jones, 12, Acacia Drive, AB1 2CD; and Michael Smith, 14, Beresford Avenue, EF3 4GH and msmith@hmlr.co.uk. The right form also includes Melissa Smith, 14, Beresford Avenue, EF3 4GH.

We only change an address for service if it is clear the person lodging the application acts for the registered proprietor, lodges their written consent or confirms in writing that they have their authority. If this is not clear or not the case, and the application is the only one being made, we may reject it.

If the change of address is part of a wider application, we complete the application without updating the address in the register, and send a requisition or a letter confirming this.

For more information, see [practice guide 55: address for service](#).

[Tell us about our communications with you](#)

What do you think about our customer communications? You can help us improve them by filling in our survey, which should take around five minutes to complete.

[Take our communications survey](#)

Disclaimer

The information contained within this document is correct at the date of publication, but may be subject to change. Always ensure you are using the most up-to-date versions of our practice guides.

The image is a red advertisement for the UK Government's Emergency Alerts service. It features the UK Government logo in the top left corner. The main text reads: "The Emergency Alerts system is now live and it will be used to warn people when lives are in danger." Below this, it says "Find out more at gov.uk/alerts". On the right side, there is a smartphone displaying the "Emergency Alerts" notification with a red warning icon. The background has a red and white concentric circle pattern.

On Sunday 23 April 2023 at 3pm, there will be a national test of the UK Emergency Alerts service.



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