



Issue 12

9 February 2024

Welcome to issue 12 of *Practice and Process*. Thanks to all of you who filled in our survey, telling us what you think about *Practice and Process* as we approach a year since the newsletter's launch. We want to give you another chance to respond so please follow the link below if you'd like to give us your views. In this issue we feature two of our new Top 10 Tips videos for avoiding requisitions, alongside the first in a new blog series about thorny issues resolved by our Ask for Guidance team, updates to a couple of our most popular practice guides and the latest on our training materials, including a brand new webinar.

[Tell us what you think about Practice and Process](#)

# PG19



## Which practice guide has changed? [Practice guide 19: Notices, restrictions and protection of third-party interests](#)

**When did it change?**  
22 January 2024

**What has changed?**  
We have amended section 3.5.3.

**What does it mean for customers?**  
We have corrected some incorrect panel number references in the information that must accompany an application for a restriction on form RX1.

# PG67

## Which practice guide has changed?

[Practice guide 67: Evidence of identity](#)

## When did it change?

15 January 2024



Regulating  
Property  
And  
Probate  
Lawyers

## What has changed?

We have amended section 3.1 and added section 8.4.

## What does it mean for customers?

The guidance has been updated following agreement with the Council for Licensed Conveyancers (CLC) that CLC regulated licensed probate practitioners can verify identity, even though they may not be conveyancers or solicitors.

## Want to avoid requisitions? Watch our Top 10 Tips videos

Our caseworkers have put together 10 top tips to address some of the most common requisitions – simple points that punch above their weight in terms of delaying applications, but which are quick and easy to eliminate. Caseworkers say that if you follow these 10 top tips, you will avoid more than 20 very common requisition points. We've assembled them into a collection of short, snappy videos, starting with...



Find out where the most common issues arise with names in applications – and how to avoid them. Watch now.



In 2023, we sent more than 52,000 requisitions over witness details. Find out how to get them right first time with our top tips. Watch now.

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## I want to ask for guidance, but what is a complex case?



In the first in a series of case studies looking at queries handled by our expert Ask for Guidance team, Senior Caseworker Mike Harrison tells the story of the case of the missing lender. Read more.

## New MapSearch webinar available now

Do you use MapSearch to identify registered and unregistered land? [Our latest free webinar, Understanding MapSearch Gaps](#), is now available on demand. It covers the history and purpose of the index map and MapSearch, the reasons for unregistered gaps, how gaps affect applications and the actions to take in respect of them. [Sign up now to watch the 18-minute webinar, available at any time.](#)

## Look out for our latest short videos

We're set to expand our range of short videos, designed for sharing with your clients and with colleagues new to conveyancing. Coming soon are:

- How to complete form AP1
- How to complete form ID3
- How to complete form TR1

The current range includes:

- [How to complete form AS1](#)
- [How to complete form ID1](#)
- [How to find information about your property boundaries](#)
- [How to update your contact address](#)
- [What's happening with my application?](#)
- [HM Land Registry and the conveyancing process](#)
- [What does HM Land Registry do?](#)

## HM Land Registry training hub

[Our HM Land Registry training hub](#) provides access to a wealth of easy-to-find and easy-to-follow guidance and training materials on hundreds of topics – all in one place – to help you prepare and submit high quality applications, and make the best use of HM Land Registry services.

Along with [practice guides](#), you'll find links to [guidance pages](#), [webinars](#), [videos](#), [podcasts](#), [checklists](#) and [flowcharts](#).

We're continuously growing and developing our training offering and will be adding new content as and when it becomes available.

## HM Land Registry Essentials

[Our self-service training package HM Land Registry Essentials](#) will help you with the basics – whether you're new to conveyancing or just need a refresher. What does HM Land Registry do? How do we fit into the conveyancing process? And how do you avoid requisitions when submitting applications to us? Find out the answers to these questions and more.



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