

HM Land
Registry



Practice and Process

Newsletter

Issue 11

11 January 2024

Welcome to issue 11 of *Practice and Process*. In this issue we feature four updates to our practice guides, plus changes to our processes regarding third party notifications and identity verification. With issue 12 looming, it's nearly time for *Practice and Process*' first annual review. We'd like to know what you think of the newsletter and your suggestions for future content, so please [fill in our survey form](#).

PG2



Which practice guide has changed?

[Practice guide 2: first registration of title if deeds are lost or destroyed](#)

When did it change?

19 December 2023

What has changed?

We have amended section 4.4.

What does it mean for customers?

The guidance has been amended following a change of contact details for West Yorkshire Archive Service.

PG9



Which practice guide has changed?

[Practice guide 9: powers of attorney and registered land](#)

When did it change?

18 December 2023

What has changed?

We have amended section 7.

What does it mean for customers?

As a result of the Powers of Attorney Act 2023, we have amended the guidance to clarify that, from 18 November 2023, we will accept a copy of a power of attorney if it has been certified by a chartered legal executive.

PG28



Which practice guide has changed?

[Practice guide 28: extension of leases](#)

When did it change?

11 December 2023

What has changed?

We have amended section 2.5.

What does it mean for customers?

We have updated the guidance to confirm that where a borrower is a company, we will add a note to the register entry if evidence of registration at Companies House is not provided with the application.

This brings our practice in line with company charges generally, further information on which can be found in [section 4 of Practice guide 29: registration of legal charges and deeds of variation of charge](#).

PG50



Which practice guide has changed?

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

When did it change?

19 December 2023

What has changed?

We have amended section 2.

What does it mean for customers?

The guidance has been amended to reflect the current practice for non-Business e-services customers when sending documents in reply to a requisition.

These should be sent to us using the appropriate standard address, details of which can be found in our guidance on [HM Land Registry address for applications](#).

Process changes



Removal of third party notifications

With effect from Monday 15 January 2024 we will no longer action requests to notify a third party when we complete an application. These are requests made in panel 8 of form AP1 or through the Business Gateway Application Programming Interface. We will continue to provide these notifications for applications received prior to 15 January 2024.

This change has been made to bring consistency across our lodgement channels, helping to speed up application processing times. The majority of applications are submitted using the Digital Registration Service, which does not include the facility to request that a third party be notified of completion.

Form AP1 is prescribed under Schedule 1 of the Land Registration Rules 2003 and the intention is to remove panel 8 in a future amendment to that secondary legislation.

ID1 and ID2 – Licensed Probate Practitioners

HM Land Registry and the Council for Licensed Conveyancers (CLC) have agreed that Licensed Probate Practitioners who are regulated by the CLC may now verify identity even though they may not be conveyancers or solicitors.

Our ID1 and ID2 forms, and practice guide 67: evidence of identity, are being updated on Monday 15 January 2024 to reflect this change.

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 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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