

HM Land
Registry



Practice and Process

Newsletter

Issue 4

15 June 2023

Welcome to issue 4 of *Practice and Process*. While May wasn't a particularly busy time for practice changes, we have some process updates we'd like to clarify.

We hope this extra detail provides clarity but, as always, please let us know if you have any queries: CustomerCommsTeam@landregistry.gov.uk.

PG41



Which practice guide has changed?

[Developing estates: registration services. Estate boundary approval \(practice guide 41, supplement 1\)](#)

When did it change?

9 May 2023

What has changed?

Section 2 has been amended following the creation of a new form for customers requiring estate boundary approval, estate plan approval or approval of draft transfers/leases.

What does it mean for customers?

The new form can be accessed through [GOV.UK](#), the [Specialist support services hub](#) or the new Specialist Support Service area in the [HM Land Registry portal](#).

PG41



Which practice guide has changed?

[Developing estates: registration services: estate plan approval \(practice guide 41, supplement 2\)](#)

When did it change?

9 May 2023

What has changed?

Section 2 has been amended following the creation of a new form for customers requiring estate boundary approval, estate plan approval or approval of draft transfers/leases.

What does it mean for customers?

The new form can be accessed through [GOV.UK](#), the [Specialist support services hub](#) or the new Specialist Support Service area in the [HM Land Registry portal](#).

PG41



Which practice guide has changed?

[Developing estates: registration services - approval of draft transfers and leases \(practice guide 41, supplement 3\)](#)

When did it change?

9 May 2023

What has changed?

Section 2 has been amended following the creation of a new form for customers requiring estate boundary approval, estate plan approval or approval of draft transfers/leases.

What does it mean for customers?

The new form can be accessed through [GOV.UK](#), the [Specialist support services hub](#) or the new Specialist Support Service area in the [HM Land Registry portal](#).

PG56



Which practice guide has changed?

[Practice guide 56: rentcharges](#)

When did it change?

11 May 2023

What has changed?

Section 2.5 has been amended to clarify that a company is not obliged to register a rentcharge at Companies House as there is no longer a company law offence for failure to register a charge of any type at Companies House.

Previous guidance:

“Where a rentcharge is created and the landowner is a company registered at Companies House, the rentcharge **must** be registered at Companies House.”

Updated guidance:

“... the rentcharge **may** be registered at Companies House.

What does it mean for customers?

As a company is not obliged to register an estate rentcharge at Companies House we no longer require evidence of filing.

If evidence is not lodged, we will neither requisition for it nor make any qualifying note in the Property Register.

Process changes



New leases – temporary practice updated

We have recently reviewed our requirements on applications where a new lease out of a registered title is lodged for registration by a conveyancer who acts only for the tenant's lender.

Details of these requirements can be found in section 6.2 of practice guide 25: leases - when to register and they will apply to applications lodged after 5 June 2023.

Temporary practice was in place on such applications before 5 June 2023 and you may have received a requisition for, amongst other things, identity evidence for the tenant.

In such cases you can use reply to requisition and ask us to reconsider this point in view of the update made on 5 June 2023 to section 6.2 of practice guide 25.

View Applications enhancement – what you need to know

Our latest enhancement to View Applications helps you easily see which applications have outstanding requisitions.

When you log in, you'll see all your own, personally submitted, applications (lodged via your user ID) that are live with us and any that have been cancelled or completed within the last 90 days.

You'll need to use the search options to see the range of your colleagues' applications. You can search by:

- colleague name, to show a list of their applications;
- customer reference;
- title number; or
- unique HM Land Registry reference.

There are some reasons colleagues' applications will not appear in your search results.

- Your firm has opted out of the ability to search and view colleagues' applications (the portal 'Responsible Person' role holder in your organisation can change this).
- A colleague's name doesn't appear in the search drop down – because they have no live applications waiting to be completed, and none completed or cancelled in the past 90 days.

More information: [New in the portal: flag and filter requisitions](#)

Digital Registration Service updates

We recently enhanced our Digital Registration Service (DRS), automatically saving all applications as soon as the first basic details have been entered. You'll just need to enter your reference number, confirm you are a conveyancer, add the application type and title number, and your application will save automatically.

Saving earlier means you will not lose work if you are disconnected or have to close an application.

More information: [Save applications earlier in the portal](#)

Further guidance on the portal and on both of these features can be found on [GOV.UK](#).

Training

Have you seen our latest [webinar on electronic signatures](#)? It's available on demand so you can watch it whenever suits you best.

COMING SOON!

A collection of on-demand webinars, videos and resources to help staff new to land registration.

Look out for your invitation or, if you haven't already, sign up to [get an alert when a new webinar goes live](#).



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