

Property Search Service – EIR Property Search Requests

Property Search Register - Viewing Requests

General Information

1 Staff will monitor the email box periodically throughout the working day (excluding bank holidays). However, it will not always be possible to acknowledge and validate requests on the day of receipt.

2 There is no restriction on the amount of emails that any one company can send in any particular day.

However under the FOI/EIR regulations the Council has the right, if necessary, to invoke the manifestly unreasonable rule. This means that if the Council considers the amount of requests received to be excessive, it has the right under the regulations to challenge such requests. Although we would hope that requestors are reasonable as to the amount of requests made at any given time.

3 If there is a problem with your request you will be contacted by email.

4 Once a request from has been submitted the address on that form cannot be changed for a different address. A new form would be required.

5 The information produced will be for **viewing** only, and must not be removed from the Council offices. Photographs are also prohibited.

6 Please refer to the following policies which should be read in conjunction with the above:

- Map Standard Policy

7 If you wish to cancel a viewing please email Property Search Services direct, quoting your unique reference number and confirm that the search is cancelled.

8 Viewing will take place at Wyvern House, The Drumber, Winsford, Cheshire, CW7 1AH or Ellesmere Port Library, Civic Way, Ellesmere Port, CH65 0BG.