



Property Search Service – EIR Property Search Requests

Process for requesting a viewing of property information

For any request whether it be via FOI/EIR or a non fee paying request made on another basis, all such requests will be processed via the Property Search Service which is a separate service to the Council's Local Land Charges Full Local Authority search.

The following procedure will be adopted for the above request:

- All requests to access this type of information will be accepted via email.
- Our preferred method of contact is **Email** as this will allow us to co-ordinate requests quickly, and help the Council to reduce our carbon imprint by generating less paper work.
- Once the request has been completed you will be notified by the Property Search Service that the information is available for you to view during office opening hours.
- The office opening hours are 10am to 4pm, Monday to Friday at Wyvern House, The Drummer, Winsford, CW7 1AH Or Ellesmere Port Library, Civic Way, Ellesmere Port, Cheshire, CH65 0BE.
- No specific appointment times will be allocated for viewings.
- Requesters are advised to leave sufficient time to view and interpret the information within office opening hours.
- The Council cannot be held responsible for requestors being asked to leave the building when the offices are closing (even if they have not completed their viewing/interpretation).
- It is the responsibility of the requestor to revisit on another day to finish their viewing.
- There may also be times whereby you may have to wait to view your information if another requestor is using the viewing room. Requestors will be dealt with in order of arrival.

EMAIL: propertysearchserviceswest@cheshirewestandchester.gov.uk

Commencement date: 22 June 2015