



# Cheshire West and Chester

## Property Search Service – EIR Property Search Requests

### Maps Standard Policy

The Map:

- Must display clearly the land/property to be searched
- If this a rural area at least one road should be shown and identifiable to ensure a correct search is undertaken

For the request to be accepted by the Council the following criteria must be met:

- 1 The map supplied should be an Ordnance Survey (OS) Map, with up to date and current land lines shown, especially if the land has been developed recently.
- 2 The map should show a clear outline of the area to be searched, eg. using a Red outline, so there is no doubt as to the boundary of the area.
- 3 The map must be of reasonable quality to identify roads, landlines, etc.
- 4 The map must be of a reasonable size and scale to allow Council staff to accurately record the boundary lines of the search.
- 5 Roads falling under Box C should be coloured in Blue or Green to denote this enquiry.

The following is **NOT ACCEPTABLE**:

- 1 An “x” (cross) located on a piece of land/field will be rejected.
- 2 Development site maps, builder’s estate plans, architects drawings, futuristic plans or plans from utility companies cannot be accepted as an alternative to the OS Map will be rejected.
- 3 Very old OS Maps which do not resemble the current land lines will be rejected.
- 4 Maps used for previous searches which outline areas, other than the one to be searched, eg. more than one outline on the map submitted will be rejected.
- 5 Maps of poor quality which do not easily allow identification of the area or boundary lines of the search will be rejected.

### NOTE

**Any inaccurate or out of date maps that do not meet the Council’s service standard will result in the request for a Property Search being cancelled.**

**The onus and responsibility to obtain a suitable standard of map lies directly with the person/s or company wishing to enter into a contract with the Council to undertake the Search.**

**Commencement date: 1 November 2010**

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