

## **To receive a report on HM Land Registry Business E Services and consider any actions and associated expenditure.**

### Background:

In requesting recent Land registry documentation for Town Council owned land, the process has been identified as labour intensive and cost expensive.

Some documentation could be processed via card payment and immediately received online, though this does not apply to all, documents not available online must be requested via a postal submission form accompanied with a cheque (in line Financial Regulation Section 6.4 - requires two Members of the Town Council to sign the cheque as part of the process).

A postal submission can take considerable time to be processed due to internal and external processes. However, the Town Council as a local authority can apply to gain access to the HM Land Registry Business E-Services.

### Overview:

HM Land registry state the benefits for using the business e-services.

- Use our electronic services instead of paper applications for:
- a faster and more accurate service;
- lower postal costs;
- lower fees for some services;
- a reduced environmental impact;
- an electronic audit trail to help prevent fraud.

To gain access, it requires the Town Council to setup a business e-services account and variable direct debit, by doing so would simplify the current internal process and significantly improve the external process:

- reduce time for receipt of any documentation;
- no postal costs;
- no cheques to be raised;
- provides access to full digital documentation;
- no paper versions required;
- no fee to create a business e-services account but there must be at least one variable Direct Debit to pay for the services used.

Further information on the business e-service can be located here: [www.gov.uk/guidance/apply-for-hm-land-registry-business-e-services](http://www.gov.uk/guidance/apply-for-hm-land-registry-business-e-services)

Next Step:

Members are asked to consider:

1. Delegating to the Finance Officer working with the Responsible Finance Officer to setup a Town Council HM Land Registry variable direct debit in line with Financial Regulations Section 6.7;
2. Allocating associated Land Registry cost to budget code 6224 Professional Costs, working within budget;
3. Delegating to the Assistant Town Clerk to setup a Town Council HM Land Registry Business E-Services Account.

**End of Report**  
**Assistant Town Clerk**