

Your reference n/a
Our reference PGP/Local Land charges
Date 13 March 2017



City of
Stoke-on-Trent
Place, Growth and Prosperity
Floor 3
Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1HH

All local search customers

Dear Customer

Implementation of VAT on CON29 Enquiries 2016 Edition

Following on from our previous correspondence dated 21 December 2016 regarding the implementation of the 2016 edition of the CON29, our revised fees and the introduction of VAT on the CON29. We informed you that HMRC provided additional advice to authorities and advised that if any local authority wasn't ready to implement VAT on the CON29 from the 1 January 2017, they would be allowed until 6 April 2017 to do this.

I am therefore informing you that we will be implementing VAT on our current CON29 fees from the 1st April 2017.

In line with this change we will require the correct fee inclusive of VAT on all search requests that contain CON29 from this date. **We will process searches received at the current fee excluding VAT upto 4.30pm on Friday the 31st March 2017.**

Our fees, inclusive of VAT, in summary are as follows:

	Residential			Commercial		
	Net £	VAT £	Total £	Net £	VAT £	Total £
Standard Full search (LLC1 & CON29"R")	83.60	11.72	£95.32	92.70	13.80	106.50
LLC1 (with admin fee included)	44.20	0.00	44.20	47.20	0.00	47.20
CON29"R" only (in full)	58.60	11.72	70.32	69.00	13.80	82.80
CON29"O" questions (in full)	55.50	11.10	66.60	68.80	13.76	82.56

Please tell us if you need this letter in an alternative format

contacting the council:
Telephone: 01782 23 4234 Text: 07786 200 700
Email: Enquiries@stoke.gov.uk

stoke.gov.uk

Written additional questions (each)	15.00	3.00	18.00	15.00	3.00	18.00
Elements of the CON29"R"	attached			attached		

For ease of reference a copy of our new scale of fees is enclosed along with guidance on which fees are subject to VAT and how to calculate your total fee. I would be grateful if you would ensure that this information is circulated widely to all interested parties within your organisation. Our fees and details of our service are also available on our website at stoke.gov.uk/searches.

Once again we thank you for your continued support in applying to Stoke-on-Trent City Council for new search requests, if you have any queries on the above please do not hesitate to contact the team.

If you are responding to this, please address your correspondence to Sharon Fern, Local Land Charges, Stoke-on-Trent City Council Floor 3, Civic Centre, Glebe Street, Stoke-on-Trent. ST4 2HH or email me on the email address below .

Yours faithfully

Sharon Fern
Principal Local Searches Officer, Local Land Charges
Email Sharon.fern@stoke.gov.uk
Contact number 01782 232775
Website: www.stoke.gov.uk/Landcharges

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