



East Herts Council
Wallfields, Pegs Lane
Hertford, Herts
SG13 8EQ
Tel: 01279 655261

TO WHOM IT MAY CONCERN

Our Ref: Land Charges
Ask for : Adele Pooley
Tel : 01279 502185
Date : 1st February 2016

Dear Sirs,

NEW FORMAT FOR PLANS SUBMITTED BY SOLICITORS

East Herts Council will very shortly be transferring onto a new software system for Land Charges, and will only be able to accept modern digitised plans clearly outlining the area to be searched upon.

Please ensure that any plans that you submit with a Local Authority search request from now onwards are digitised plans, with no areas that are hand-drawn or hand-coloured/shaded in.

Yours faithfully

A handwritten signature in black ink, appearing to read "Adele Pooley".

Adele Pooley
Land Charges Manager

