

HOW TO COMPLETE APPLICATION FORM A

These notes explain how the various sections of Application Form A should be completed. In the case of any doubt the Land Registrar and her staff will be pleased to assist.

SECTION 1. THE APPLICANT

Applications for registration may be lodged by the person having the benefit of the new, cancelled or amended entries on the register, or by their professional advisors or agents acting on their behalf.

This Section should be completed as indicated. It constitutes the formal request to the Land Registrar to make the necessary changes on the Alderney Land Register.

SECTION 2. THE TRANSACTION TYPE

A cross should be shown in one or more of the boxes to indicate the application(s) to be registered.

SECTION 3. THE PROPERTY

Registered Property Address: Normally, where the application relates to the **whole** of the land in the registered title the address of the property as shown in the register should be entered. If, however, the present address has changed from that shown in the register then this should be indicated as in the following example: (*Sunnyview, Newtown Road formerly known as 'Land on the north side of Newtown Road'*).

Where only **part** of the land in the registered title is subject to the application for registration the address of that part must be entered in the box.

Transfer Form B should be used on all transfers of the whole or part of land from a registered property

Title Number: The title number of the affected registered property must be entered here. If this is not already known it can be obtained, free of charge, by a search of the Index Map at the Land Registry.

Date of Application: This is the date on which the application is sent to the Registrar

SECTION 4. DOCUMENTS LODGED IN SUPPORT OF THIS APPLICATION

A list of the documents and their dates should be shown.

SECTION 5. DELIVERY AND COLLECTION INSTRUCTIONS

The Certificate of Registration, indicating that the Registrar has completed the application, can be made available as indicated. A cross should be shown in the appropriate box.

SECTION 6. TRANSFER OF FREEHOLD LAND TO NEW OWNER(S)

Registration of the Transfer of whole or part of a registered freehold title: A cross should be entered in the appropriate box to indicate whether the application relates to the whole or part of the registered property. A map should be provided as described on the application form in the case of a transfer of part.

Purchase Price: Where the transfer is for value the full Purchase Price must be shown.

Declarations: The appropriate deletions should be made. The Registrar can be consulted in the case of any doubt.

Address for Service and Notices to be entered on the register: The Note incorporated in this Section of the application form indicates the procedure to follow.

Capacity: A cross should be shown in the appropriate box. The Registrar can be consulted in the case of any doubt.

SECTION 7. REGISTRATION OF A LEASE OR TRANSFER OF A LEASE

Transaction: A cross should be entered in the appropriate box to indicate the transaction type. The date of the Transfer or Lease should be added. A map should be provided as described on the application form in the case of a Lease of part.

Premium and Annual Ground Rent: Enter the appropriate totals.

Address for Service and Notices to be entered on the register: The Note incorporated in this Section of the application Form indicates procedure to follow.

Capacity: A cross should be entered in the relevant box. The Registrar can be consulted in the case of any doubt.

SECTION 8. REGISTRATION OF A NEW BOND OR FINANCIAL CHARGE

List the Bond(s) or Financial Charges to be registered. The original plus two copies must accompany the application.

SECTION 9. CANCELLATION OF EXISTING REGISTERED BONDS OR FINANCIAL CHARGES

List the Bond(s) or Financial Charges to be cancelled. A discharge document or confirmatory letter of release must accompany the application.

SECTION 10. REGISTRATION, AMENDMENT OR CANCELLATION OF AN ENTRY IN THE LAND REGISTER (other than ownership or bond or financial charge)

List any document lodged which supports the new, amended or cancellation of entries on the register.

SECTION 11. FEES AND DUTIES

Complete as appropriate, entering the fees or duties payable under the current Fees and Duties Notice. Separate payments should be made for Land Registry Fees and for each of the other duties and taxes.

**Sarah Kelly, Land Registrar
Alderney Land Registry**

July 2000