Appendix D

Land referencing methodology
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1.1 Setting the land referencing limits

1.1.1 The limits of the land referencing area are determined by the statutory requirements for consultation and ultimately notice of the DCO application and incorporate the following criteria.

1.1.2 Any land or property:
- within the tunnel and settlement/nuisance zone limits
- within the shortlisted surface sites limits
- considered to be an in river structure
- abutting the tunnel and settlement/nuisance zone limits
- fronting a public road where the half width of public road falls within limits
- within a buffer of 100 metres surrounding a shortlisted site
- within the sites and nuisance zones required for substantial alteration to the road network.

1.1.3 The criteria will be expanded to include additional sites when known required for replacement open space or collateral purposes needed for e.g. flood compensation.

1.2 Desktop activities

HM Land Registry (HMLR) activities

1.2.1 Land Registry data is ordered for the extents of the land referencing limits and placed on Property Watch to capture any changes that may occur to the data prior to submission of the application.

1.2.2 The Land Registry data is received in the form of a shapefile and digital copies of the Registers and Plans. This data is interrogated to establish any freehold, leasehold, mortgagee, other charges and restrictive covenant information. The information gathered is stored within webPERCS, the land referencing database.

1.2.3 From this data the landownership parcels can be created and updated through further enquiries. The parcel boundaries are drawn to reflect unique ownership information and are stored spatially within a GIS database.

Major land owners

1.2.4 Land interest information is requested from major landowners (including local authorities). Requests to local authorities also include authorisation to access the electoral roll for large areas; access to the Council’s land terrier mapping; information about public highways and private roads; information about special category land; e.g. sites of special scientific
interest, areas of outstanding natural beauty, public open spaces, common land, public allotments, parks and recreation areas etc; information about statutory undertakers (e.g. gas, water, electricity, media service providers); Information relating to extant planning permissions which may alter the ownership details of a land parcel and future public and privately funded developments.

1.2.5 Additional desktop activities are undertaken to confirm information received through site enquiries and the Land Registry. Companies House searches are undertaken to ensure registered companies details are correct and the registered office address is used for service of notices. Quick Address Search (QAS) is carried out for all interests to verify other interests and to confirm details for those identified elsewhere.

1.3 Site Referencing

Non-contact site visits

1.3.1 Non-contact site visits are undertaken to identify potentially complicated sites and to write descriptions for entry into the referencing database (webPERCS) in preparation for the interested party information. This aids in the checking process and will form the basis for the property descriptions for the Book of Reference. In addition the OS mapping information is checked against what the site actually consists of. Any discrepancies are noted and amended in the land ownership parcels.

Contact site visits

1.3.2 Contact site visits are undertaken to identify the occupation details for a property in addition to confirming details which may have been gathered through Land Registry checks and for other unregistered land and property. The site team complete a Land Information Questionnaire (LIQ) with the occupier of the property to establish all additional interest information. Should no response be gained at the property an LIQ is left for the occupants to complete and return by post.

1.3.3 If no response is received the property will be visited a further 2 times to attempt to gather the required information.

Postal LIQs

1.3.4 In some circumstances, when the Land Registry data has been fully interpreted, LIQs will be posted in advance prior to contact site visits taking place. Included with the questionnaire will be individual plans showing the anticipated land ownership boundary. Respondents are asked to complete the questionnaire and amend the boundary plan illustrating any modifications required and return the complete package to the project team. The land referencing team will analyse this return information and conduct follow up enquires when necessary.
1.4 Data Management

webPERCS

1.4.1 All correspondence with potentially affected parties is uploaded into the referencing database. This includes Land Interest Questionnaires (by post and completed via one-one interview), telephone enquiries and follow-up letters. In order to ensure diligent inquiry has been carried out the dates and times of all site visits are recorded.

1.4.2 The Land Registry titles and plans along with the LIQs and other supporting data are uploaded against the parcel and interest information to not only show a detailed history of the investigation but to provide easily available source information for all land and property.

1.4.3 All formal notices and postal lists are also uploaded onto webPERCS and. Each notice is linked to the individual interests.