

7 top tips to ensure your NLIS search enquiries aren't rejected

Having your NLIS searches rejected due to problems with the information provided is frustrating and can slow down the homebuying process – this isn't good for you or your clients.

To help conveyancers ensure their searches don't get held up, Land Data has done some analysis to find the most common reasons why Local Authorities reject searches. And most importantly, how conveyancers can avoid rejected searches in the future.

1. The plan and address on the search form differ

Tip: Make sure the address on the search exactly reflects the plan submitted. Also ensure the address on the LLC1 (where submitted) mirrors the address on the CON29. If you are unsure, you can request a quote.

2. Incorrect fees – usually regarding parcel fees

Tip: Ensure you are paying for the correct number of parcel fees (e.g., if its flats, ensure you pay for the total number), otherwise you could face unnecessary delays of several days. If in doubt, you can check with the local authority via your channel provider. This Ordnance Survey map is also really helpful: <https://www.ordnancesurvey.co.uk/election-maps/gb/>.

3. Not in the local authority's area

Tip: Check all of the property and land falls within the local authority boundary. This is a simple one to fix! Please note though that LLC departments can't pass on searches to neighbouring LAs due to allocation of fees, so this one will come back to you for a partial redirection.

4. No response to negotiation request

Tip: Follow up negotiation requests received from the local authority promptly to avoid rejection.

5. Duplicate rejection – previous reason for rejection not carried out

Tip: Double check the returned form and email your NLIS channel if there is any uncertainty around why your search has been turned down.

6. Poor or out-of-date plans

Tip: Ensure that plans are clearly legible (not photocopied), up to date, and, for new build properties, clearly show the search site in relation to surrounding properties and streets. If floor levels of the unit are required, ensure these are indicated as well.

7. Overly generalised information, street names missing.

Tip: Remember “all roadways abutting and/or adjoining” is invalid for the purposes of identification and no longer acceptable for question C. State up to three specific streets, otherwise the Local Authority or the County Council will reject the search. Where a road name cannot be ascertained, the road should be clearly marked in colour or hatched on an up-to-date Ordnance Survey plan.

Remember - No two local authorities work in exactly the same way, if you're consistently receiving rejections, email the NLIS channel about why.