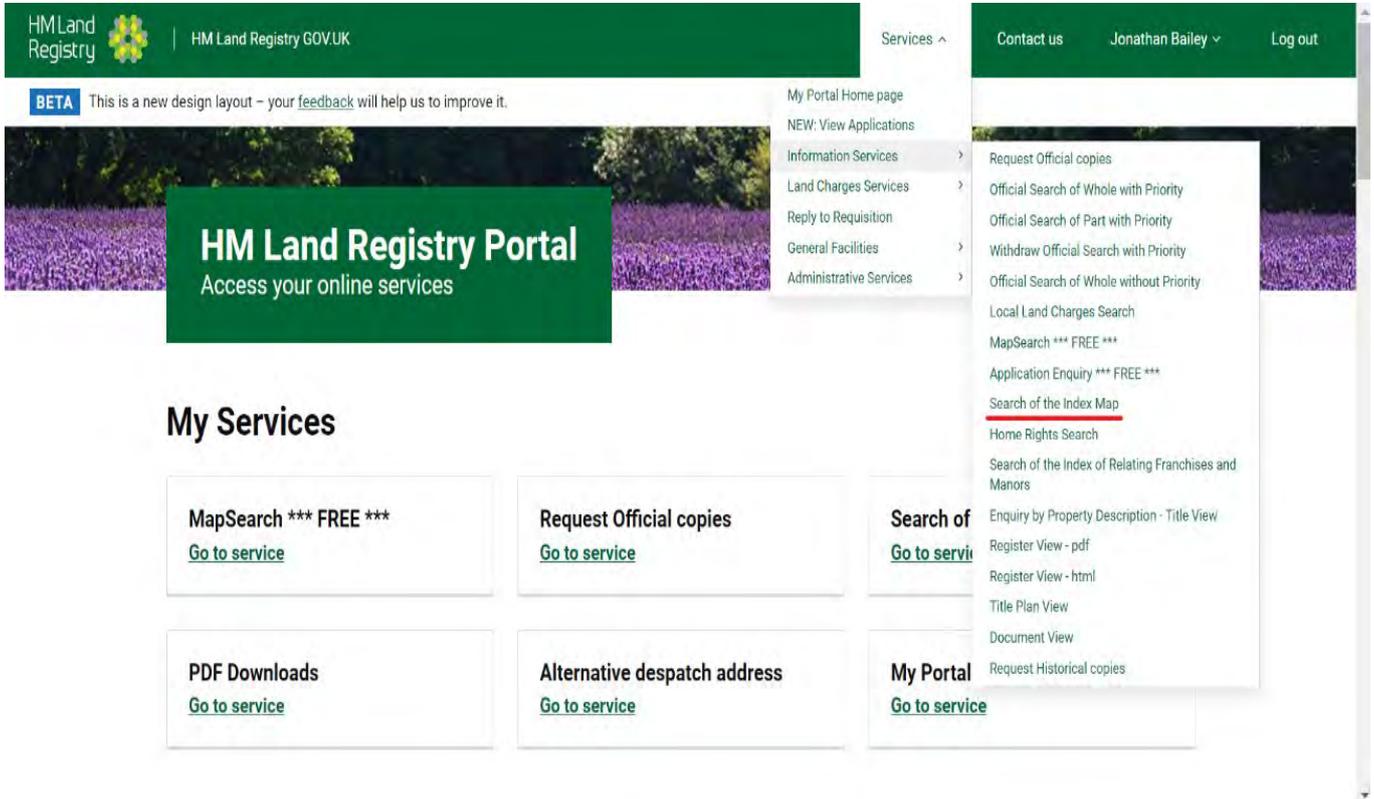


Submitting a Search of The Index Map with HM Land Registry:

- A Search of the Index Map (SIM) is a service offered by the Land Registry that will definitively confirm whether a particular piece of land is registered or not and if registered the title numbers affected.
- Should a SIM result confirm the area in question falls into an unexpected title, the easement plan will need to be amended to avoid the third-party title.
- A SIM for any plans to be submitted to HM Land Registry for registration will help to:
 - Reduce delays to completion by highlighting the title numbers affected by the easement route at the earliest stage possible; and
 - Flag any initial points for rejection of the plan.
- A business account with HM Land Registry will be required to access to their Online Services/Portal and use the Search of Index Map Service.

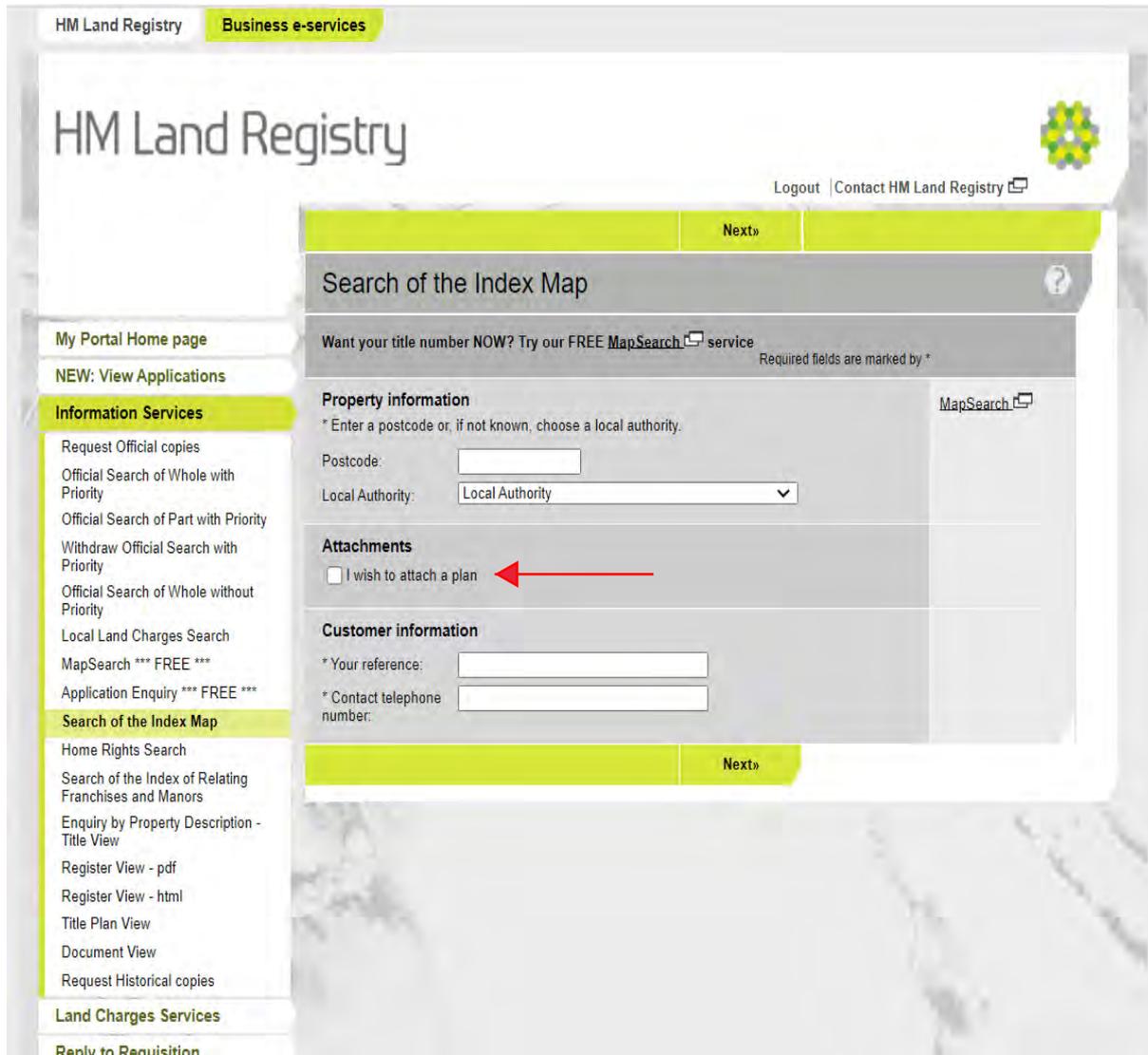
Step by step:

- 1) At the home page (<https://eservices.landregistry.gov.uk/homepage/>) Services > Information Services > Search of the Index Map:



The screenshot shows the HM Land Registry Portal homepage. At the top left, there is the HM Land Registry logo and the text 'HM Land Registry GOV.UK'. A 'BETA' banner indicates a new design layout. A large green banner reads 'HM Land Registry Portal Access your online services'. Below this is a 'My Services' section with six tiles: 'MapSearch *** FREE ***', 'Request Official copies', 'Search of the Index Map', 'PDF Downloads', 'Alternative despatch address', and 'My Portal'. A 'Services' dropdown menu is open, listing various services, with 'Search of the Index Map' highlighted in red. The top right navigation bar includes 'Contact us', 'Jonathan Bailey', and 'Log out'.

- 2) Fill in the initial information accordingly and make sure to tick the box 'I wish to attach a plan':



HM Land Registry **Business e-services**

HM Land Registry

Logout | Contact HM Land Registry

Next»

Search of the Index Map

Want your title number NOW? Try our FREE [MapSearch](#) service. Required fields are marked by *

Property information [MapSearch](#)

* Enter a postcode or, if not known, choose a local authority.

Postcode:

Local Authority:

Attachments

I wish to attach a plan

Customer information

* Your reference:

* Contact telephone number:

Next»

My Portal Home page

NEW: View Applications

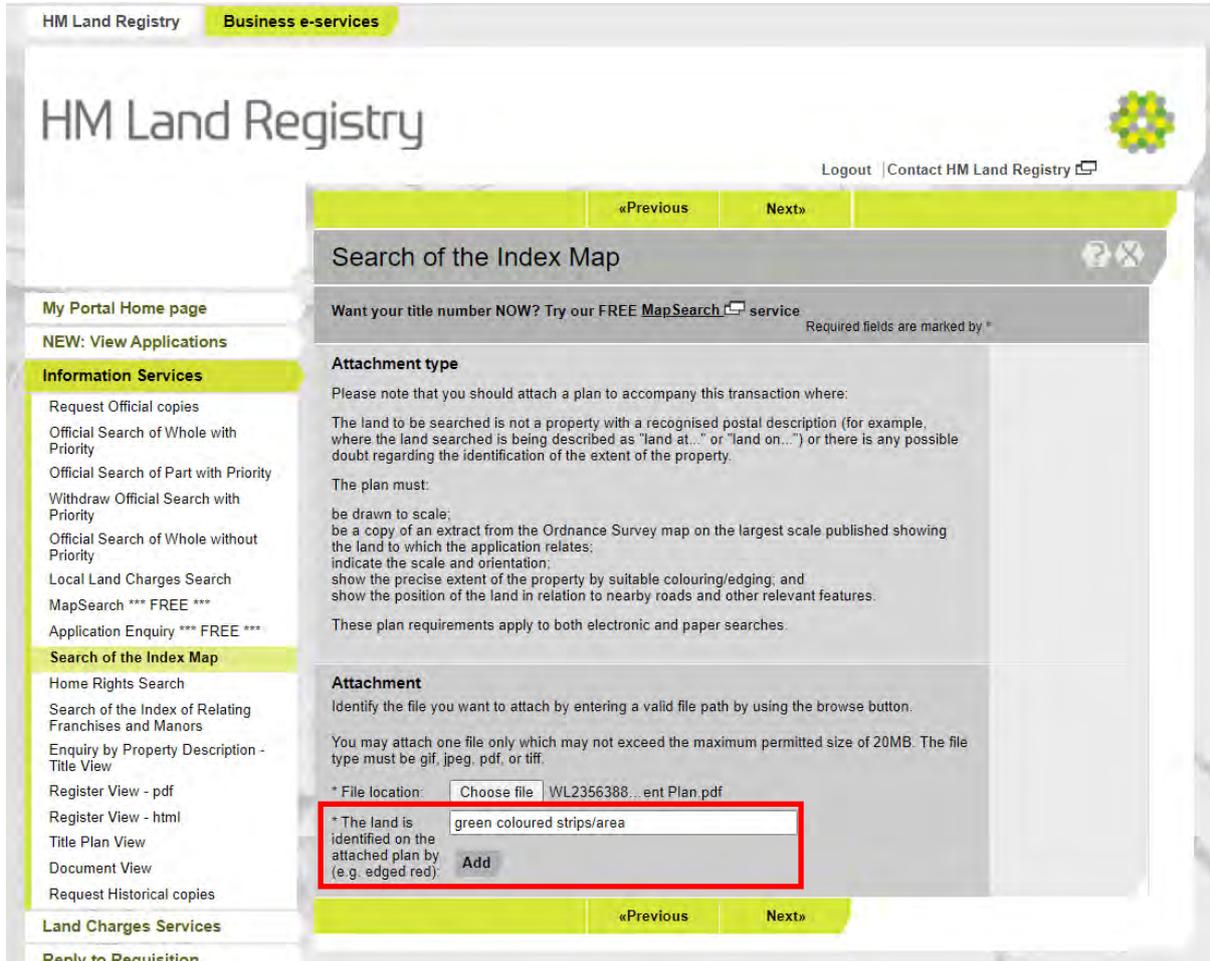
Information Services

- Request Official copies
- Official Search of Whole with Priority
- Official Search of Part with Priority
- Withdraw Official Search with Priority
- Official Search of Whole without Priority
- Local Land Charges Search
- MapSearch *** FREE ***
- Application Enquiry *** FREE ***
- Search of the Index Map**
- Home Rights Search
- Search of the Index of Relating Franchises and Manors
- Enquiry by Property Description - Title View
- Register View - pdf
- Register View - html
- Title Plan View
- Document View
- Request Historical copies

Land Charges Services

Reply to Requisition

- 3) Choose the file/plan to be submitted and confirm the exact area we are hoping to identify e.g. green coloured strips/area and make sure to use the 'Add' button before proceeding to the next page:



HM Land Registry Business e-services

HM Land Registry

Logout | Contact HM Land Registry

«Previous Next»

Search of the Index Map

Want your title number NOW? Try our FREE [MapSearch](#) service. Required fields are marked by *

Attachment type

Please note that you should attach a plan to accompany this transaction where:

The land to be searched is not a property with a recognised postal description (for example, where the land searched is being described as "land at..." or "land on...") or there is any possible doubt regarding the identification of the extent of the property.

The plan must:

- be drawn to scale;
- be a copy of an extract from the Ordnance Survey map on the largest scale published showing the land to which the application relates;
- indicate the scale and orientation;
- show the precise extent of the property by suitable colouring/edging; and
- show the position of the land in relation to nearby roads and other relevant features.

These plan requirements apply to both electronic and paper searches.

Attachment

Identify the file you want to attach by entering a valid file path by using the browse button.

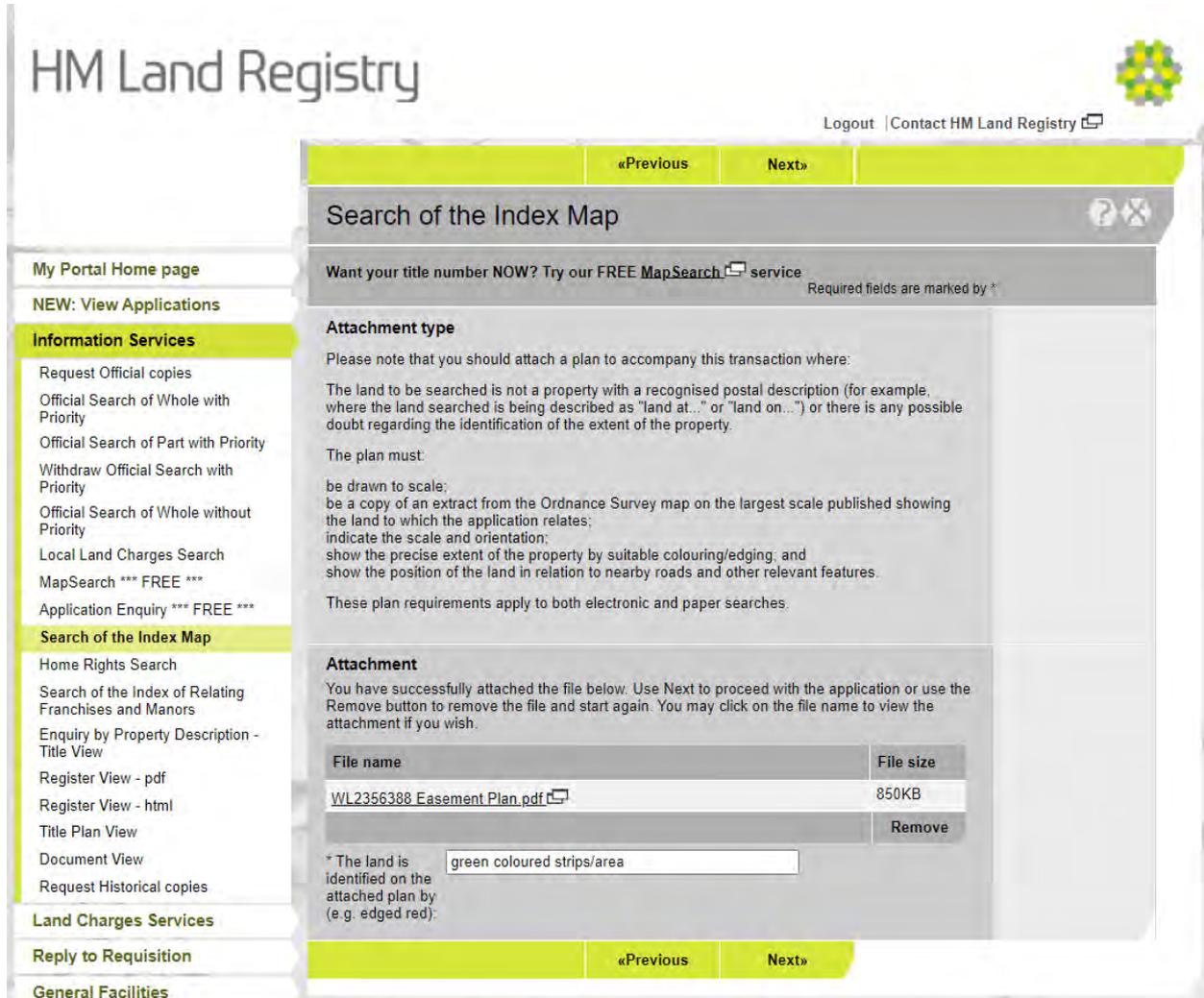
You may attach one file only which may not exceed the maximum permitted size of 20MB. The file type must be gif, jpeg, pdf, or tiff.

* File location: WL2356388...ent Plan.pdf

* The land is identified on the attached plan by (e.g. edged red):

«Previous Next»

- 4) You will be taken to a reminder/confirmation page – this will remind you of the requirements for any plan and allow you to check you have attached the correct file/plan before proceeding to the next page:



HM Land Registry Logout | Contact HM Land Registry

«Previous Next»

Search of the Index Map

Want your title number NOW? Try our FREE [MapSearch](#) service Required fields are marked by *

Attachment type

Please note that you should attach a plan to accompany this transaction where:

The land to be searched is not a property with a recognised postal description (for example, where the land searched is being described as "land at..." or "land on...") or there is any possible doubt regarding the identification of the extent of the property.

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- indicate the scale and orientation;
- show the precise extent of the property by suitable colouring/edging; and
- show the position of the land in relation to nearby roads and other relevant features.

These plan requirements apply to both electronic and paper searches.

Attachment

You have successfully attached the file below. Use Next to proceed with the application or use the Remove button to remove the file and start again. You may click on the file name to view the attachment if you wish.

File name	File size
WL2356388 Easement Plan.pdf	850KB
	Remove

* The land is identified on the attached plan by (e.g. edged red):

«Previous Next»

My Portal Home page

NEW: View Applications

Information Services

- Request Official copies
- Official Search of Whole with Priority
- Official Search of Part with Priority
- Withdraw Official Search with Priority
- Official Search of Whole without Priority
- Local Land Charges Search
- MapSearch *** FREE ***
- Application Enquiry *** FREE ***

Search of the Index Map

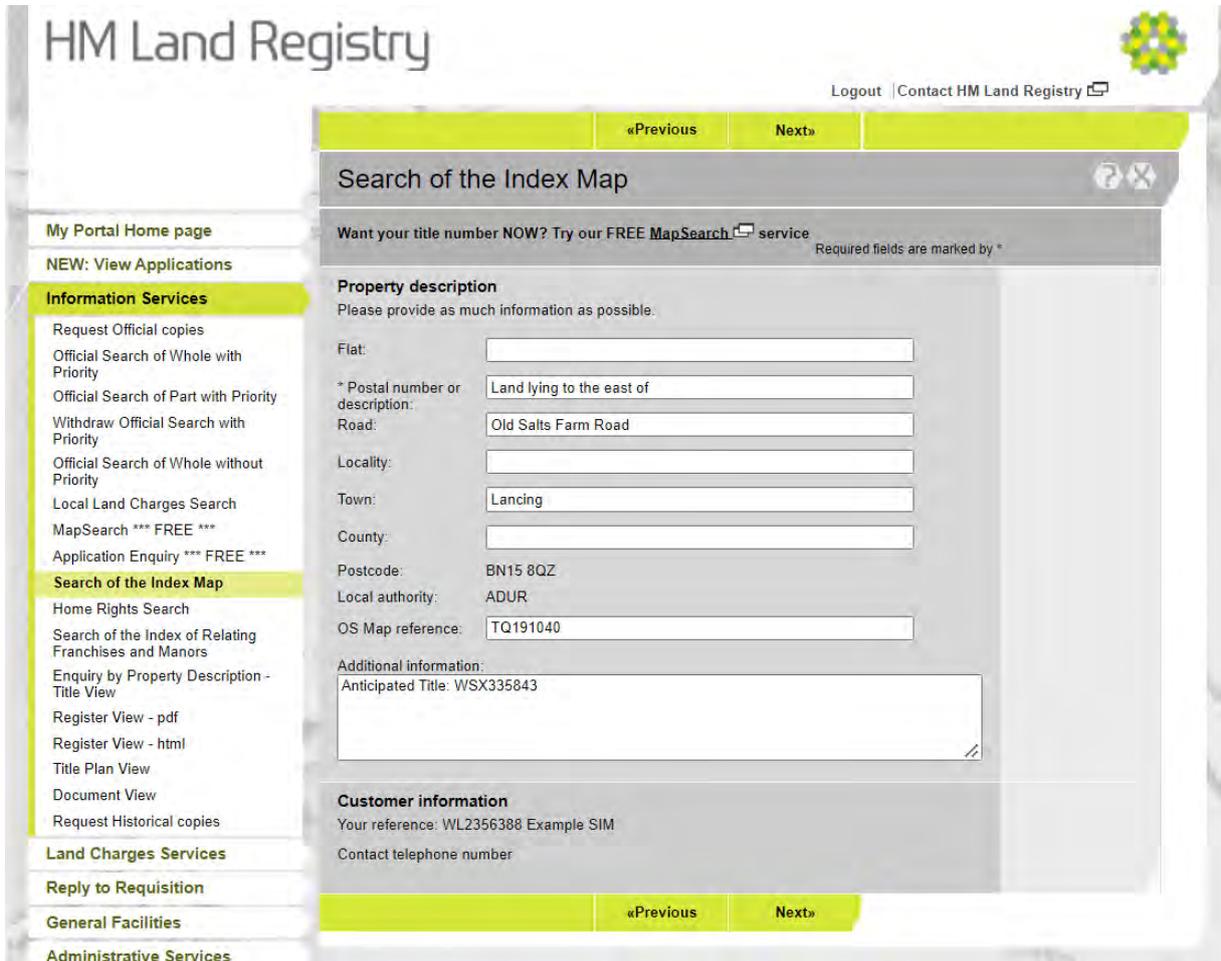
- Home Rights Search
- Search of the Index of Relating Franchises and Manors
- Enquiry by Property Description - Title View
- Register View - pdf
- Register View - html
- Title Plan View
- Document View
- Request Historical copies

Land Charges Services

Reply to Requisition

General Facilities

- 5) Fill in the Property Description information, including as much as possible to assist HM Land Registry with identifying the area in question:



HM Land Registry

Logout | Contact HM Land Registry

«Previous Next»

Search of the Index Map

Want your title number NOW? Try our FREE **MapSearch** service Required fields are marked by *

Property description
Please provide as much information as possible.

Flat:

* Postal number or description:

Road:

Locality:

Town:

County:

Postcode:

Local authority:

OS Map reference:

Additional information:
Anticipated Title: WSX335843

Customer information
Your reference: WL2356388 Example SIM
Contact telephone number:

«Previous Next»

My Portal Home page

NEW: View Applications

Information Services

- Request Official copies
- Official Search of Whole with Priority
- Official Search of Part with Priority
- Withdraw Official Search with Priority
- Official Search of Whole without Priority
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- Application Enquiry *** FREE ***

Search of the Index Map

- Home Rights Search
- Search of the Index of Relating Franchises and Manors
- Enquiry by Property Description - Title View
- Register View - pdf
- Register View - html
- Title Plan View
- Document View
- Request Historical copies

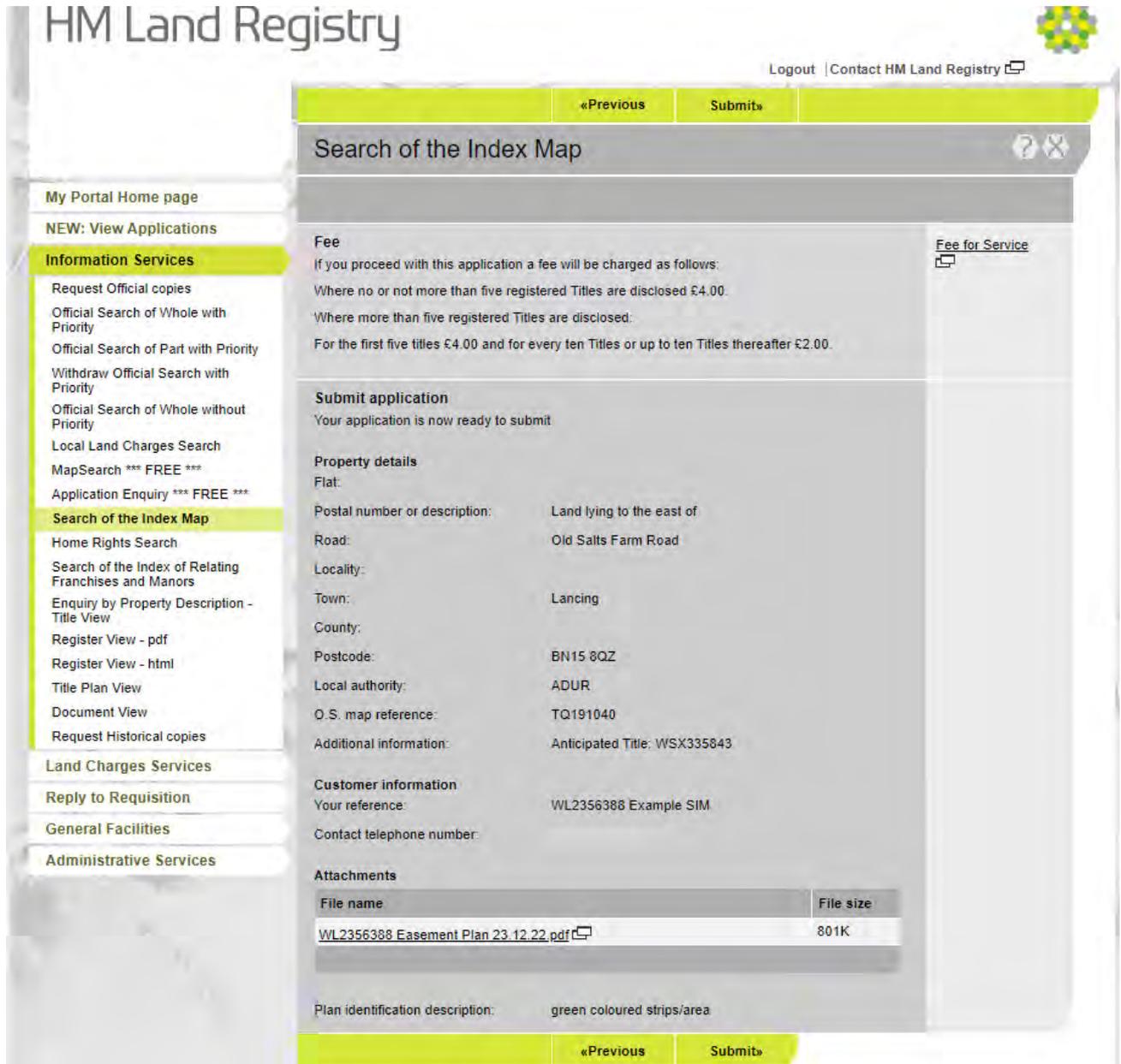
Land Charges Services

Reply to Requisition

General Facilities

Administrative Services

6) Review the semi-final page to ensure all information is correct before hitting submit:



HM Land Registry Logout | Contact HM Land Registry

«Previous Submit»

Search of the Index Map

My Portal Home page

NEW: View Applications

Information Services

- Request Official copies
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- Official Search of Part with Priority
- Withdraw Official Search with Priority
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- Search of the Index Map**
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- Register View - html
- Title Plan View
- Document View
- Request Historical copies

Land Charges Services

Reply to Requisition

General Facilities

Administrative Services

Fee [Fee for Service](#)

If you proceed with this application a fee will be charged as follows:

Where no or not more than five registered Titles are disclosed £4.00.

Where more than five registered Titles are disclosed:

For the first five titles £4.00 and for every ten Titles or up to ten Titles thereafter £2.00.

Submit application

Your application is now ready to submit.

Property details

Flat:

Postal number or description: Land lying to the east of

Road: Old Salts Farm Road

Locality:

Town: Lancing

County:

Postcode: BN15 8QZ

Local authority: ADUR

O.S. map reference: TQ191040

Additional information: Anticipated Title: WSX335843

Customer information

Your reference: WL2356388 Example SIM

Contact telephone number:

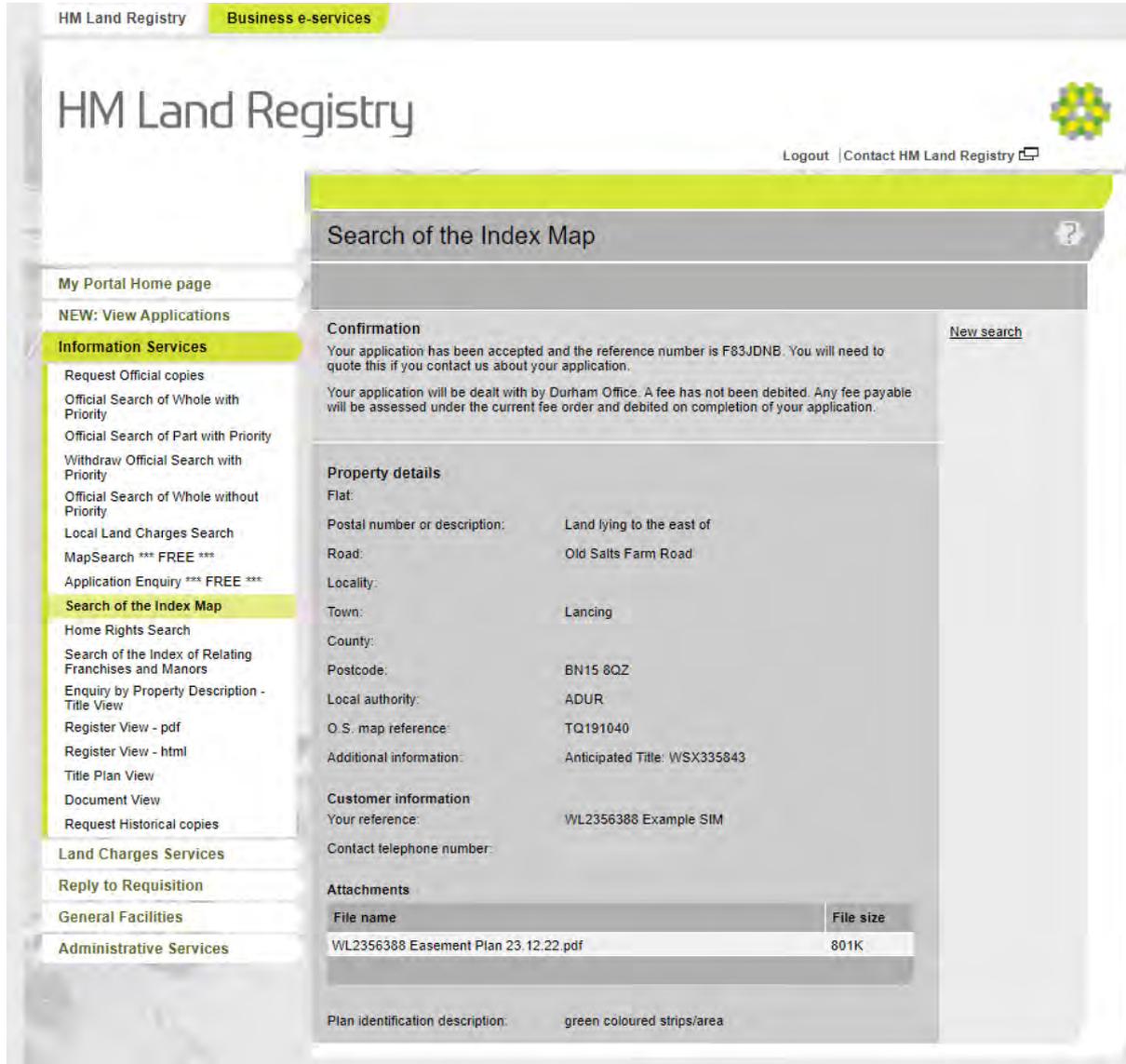
Attachments

File name	File size
WL2356388 Easement Plan 23.12.22.pdf	801K

Plan identification description: green coloured strips/area

«Previous Submit»

- 7) See final page, along with the reference number to confirm the Search of the Index Map has been successfully submitted to HM Land Registry:



HM Land Registry **Business e-services**

HM Land Registry

Logout | Contact HM Land Registry

Search of the Index Map

[New search](#)

Confirmation
 Your application has been accepted and the reference number is F83JDNE. You will need to quote this if you contact us about your application.
 Your application will be dealt with by Durham Office. A fee has not been debited. Any fee payable will be assessed under the current fee order and debited on completion of your application.

Property details

Flat:
 Postal number or description: Land lying to the east of
 Road: Old Salts Farm Road
 Locality:
 Town: Lancing
 County:
 Postcode: BN15 8QZ
 Local authority: ADUR
 O.S. map reference: TQ191040
 Additional information: Anticipated Title: WSX335843

Customer information

Your reference: WL2356388 Example SIM
 Contact telephone number:

Attachments

File name	File size
WL2356388 Easement Plan 23.12.22.pdf	801K

Plan identification description: green coloured strips/area

Information Services

- Request Official copies
- Official Search of Whole with Priority
- Official Search of Part with Priority
- Withdraw Official Search with Priority
- Official Search of Whole without Priority
- Local Land Charges Search
- MapSearch *** FREE ***
- Application Enquiry *** FREE ***
- Search of the Index Map**
- Home Rights Search
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- Title Plan View
- Document View
- Request Historical copies

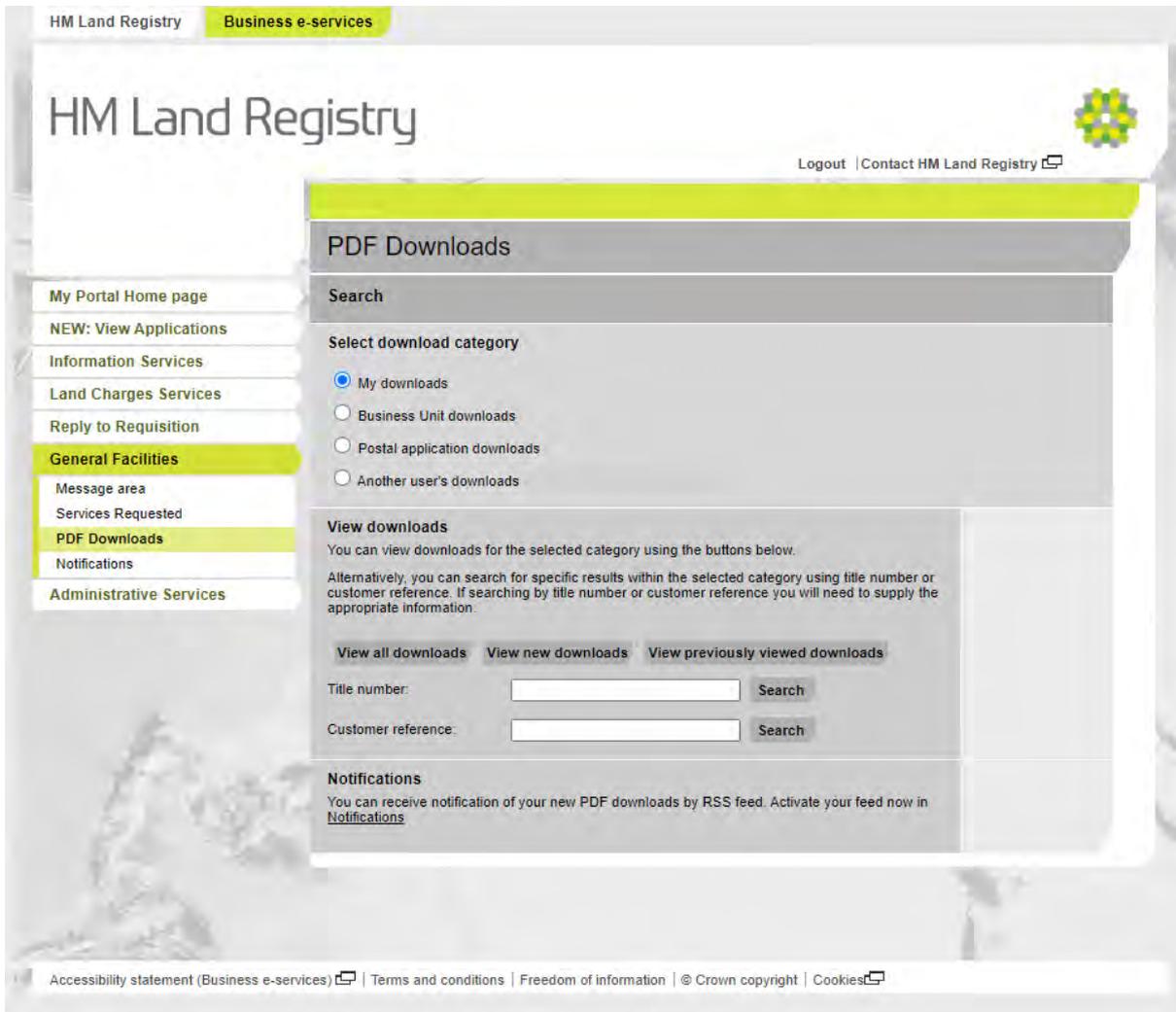
Land Charges Services

Reply to Requisition

General Facilities

Administrative Services

- 8) Upon the Search of the Index Map Result (SIMR) being available, an email will be sent to the email address linked with the HM Land Registry Online Services Portal to advise the SIMR can be found under General Facilities > PDF Downloads > View all downloads/View new downloads:



The screenshot shows the HM Land Registry Business e-services portal. The main header includes "HM Land Registry" and "Business e-services". A navigation menu on the left lists various services, with "General Facilities" and "PDF Downloads" highlighted. The main content area is titled "PDF Downloads" and contains a "Search" section. Under "Select download category", there are four radio button options: "My downloads" (selected), "Business Unit downloads", "Postal application downloads", and "Another user's downloads". Below this is a "View downloads" section with instructions and three buttons: "View all downloads", "View new downloads", and "View previously viewed downloads". There are also two search input fields for "Title number" and "Customer reference", each with a "Search" button. A "Notifications" section at the bottom offers an RSS feed for new PDF downloads.

HM Land Registry **Business e-services**

HM Land Registry

Logout | Contact HM Land Registry

PDF Downloads

Search

Select download category

My downloads

Business Unit downloads

Postal application downloads

Another user's downloads

View downloads

You can view downloads for the selected category using the buttons below.

Alternatively, you can search for specific results within the selected category using title number or customer reference. If searching by title number or customer reference you will need to supply the appropriate information.

[View all downloads](#) [View new downloads](#) [View previously viewed downloads](#)

Title number: [Search](#)

Customer reference: [Search](#)

Notifications

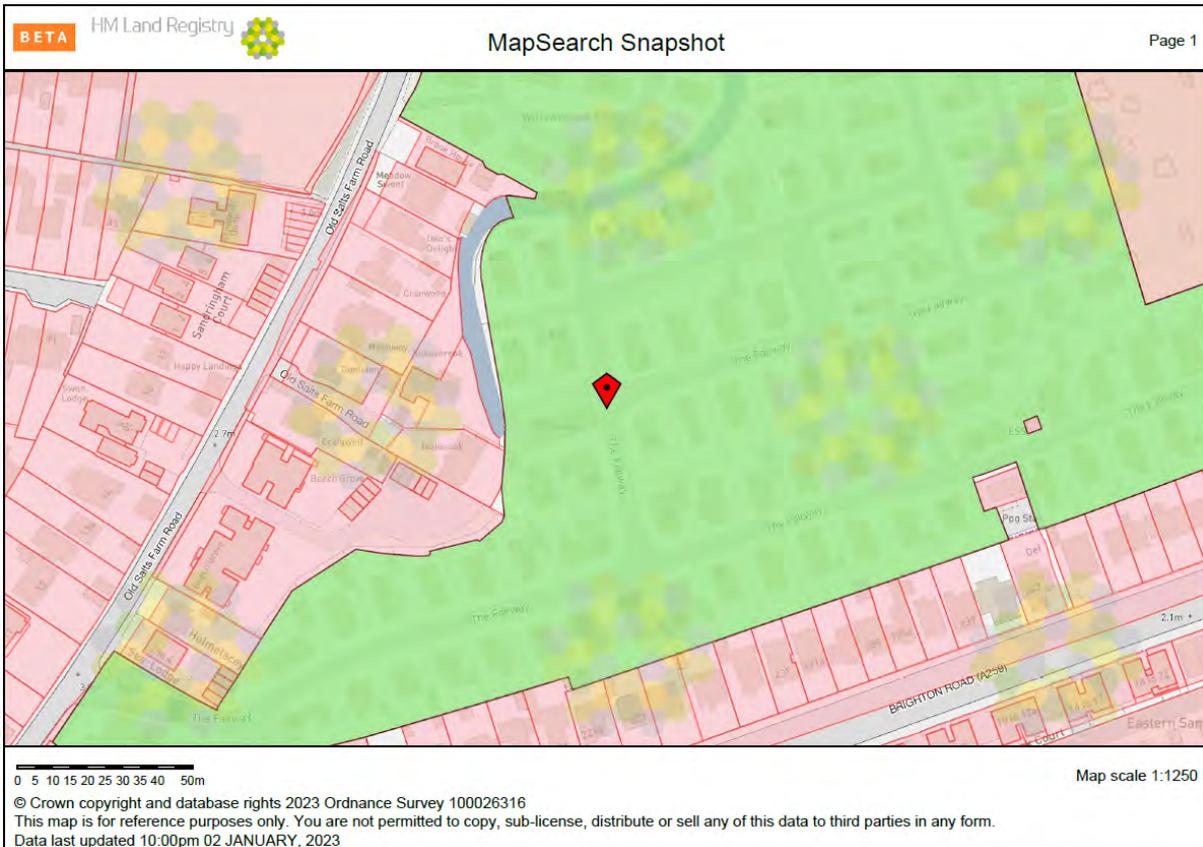
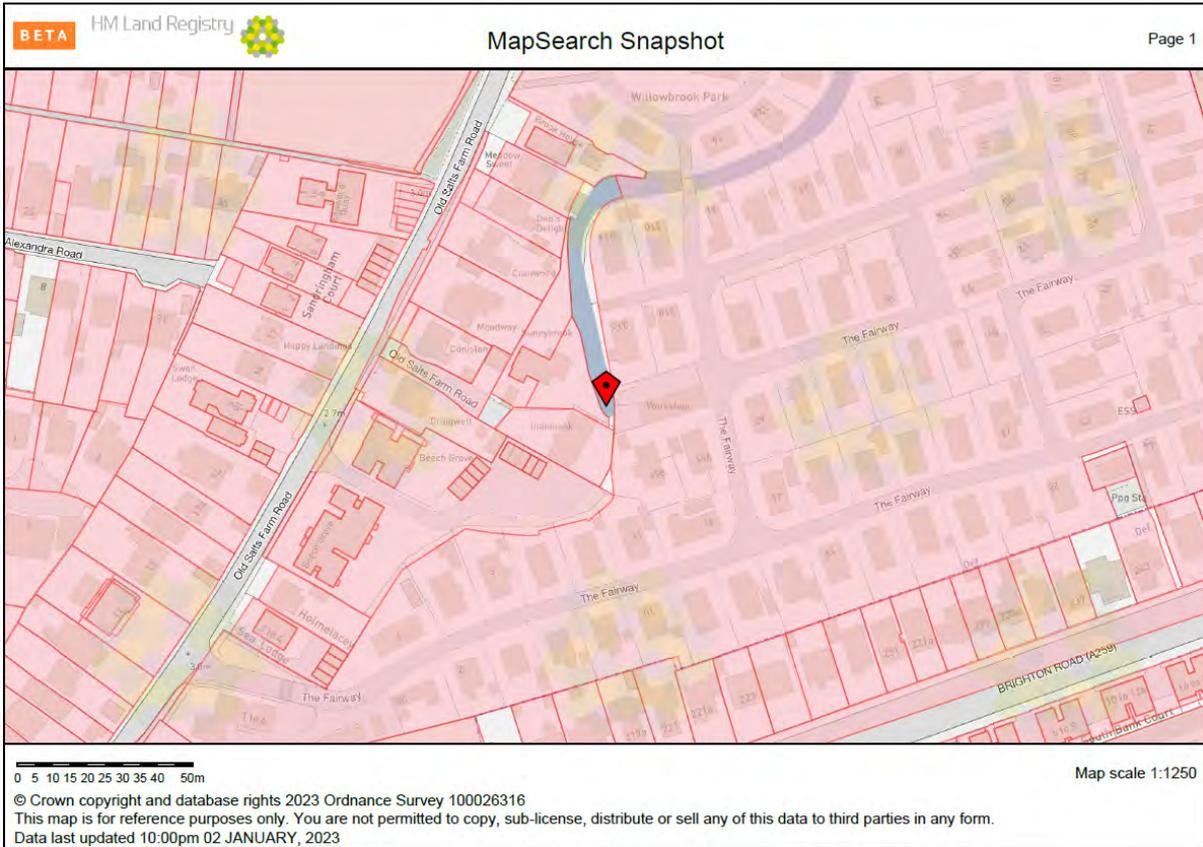
You can receive notification of your new PDF downloads by RSS feed. Activate your feed now in [Notifications](#)

Accessibility statement (Business e-services) | Terms and conditions | Freedom of information | © Crown copyright | Cookies

Example Plan & Search of the Index Map PDF Result:



		Site Address:	Land lying to the east of [REDACTED]	
		Landowner:	LUARD INVESTMENTS [REDACTED] n Park, Whitmore Green Farm, Old Salt Farm Road, Easting, West Sussex, BN15 2AA	
Material	Pressure	Drawn by:	<p>The plan shows only those pipes owned by Southern Gas Networks Plc in its role as a Licensed Public Gas Transporter (PGT). Gas pipes owned by other PGAs and also privately owned may be present in the area. Information with regard to such pipes should be obtained from the owners. The information shown on this plan is given without obligation, or warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, syphons, stub connections, etc., are not shown but their presence should be anticipated. The liability of any loss whatsoever is accepted by Southern Gas Networks Plc, its agents or servants for any error or omission. Safe rigging practices, in accordance with HSE(D)17, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (author direct labour or contractors) working 'on or near' gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.</p>	
PE	LP	Date:		
Route/Easement strip shown thus:		O.S Ref:		
		Project #		
		Project Type		



Official certificate of the result of search of the index map

HM Land Registry

SIMR

Land Registration Rules 2003

Certificate Date:	03 Jan 2023
Certificate Time:	00:00:01
Certificate Ref:	1 [REDACTED]

Property	Land green coloured strips/area on the plan attached to the application and described in form SIM as LAND LYING TO THE EAST [REDACTED], [REDACTED].
-----------------	---

The index map does not define the extent of the land in any registered title. This reflects the fact that the boundary of a registered estate as shown for the purposes of the register is a general boundary, unless shown as determined under section 60 of the Land Registration Act 2002. You might also wish to refer to the individual register and title plan of any adjoining titles for details of the surrounding registered estates and their general boundaries and/or determined boundaries.

Result

The index map has been searched in respect of the Property with the following result:

Plan reference	Title No. Registered Estate or Caution	Notes
Not Applicable	WSX335843 Freehold	

The plan lodged with your application for a search of the index map has been accepted for this application. Any statement of disclaimer has been disregarded as it is assumed that it was not intended to apply for the purposes of the application.

Please note that the acceptance of the plan for this particular application does not necessarily mean that the same plan would be accepted if subsequently used for another application. All plans lodged with a Land Registry application should comply with the guidelines in Land Registry's Practice Guide 40, Supplement 2. Lodging a plan which does not comply with the guidelines may result in requisitions being raised, (such as a request to delete a statement of disclaimer) or the application being cancelled.

Continued on Page 2

Your Reference: WL2356388 Example SIM	Key Number: [REDACTED]	For any enquiries concerning this certificate, please contact: Customer Support: email customersupport@mail.landregistry.gov.uk telephone 0300 006 0411 (lines open Monday to Friday 8am until 5pm) A £4.00 fee will be debited to the account quoted.
--	---------------------------	--

Official certificate of the result of
search of the index map

HM Land Registry

SIMR

Land Registration Rules 2003

Certificate Date:	03 Jan 2023
Certificate Time:	00:00:01
Certificate Ref.:	1 [REDACTED]

No other registered estate, caution against first registration, application for first registration or application for a caution against first registration is shown on the index map in relation to the Property.

For further information about:

SIMs - see Practice Guide 10 - Official searches of the Index Map.

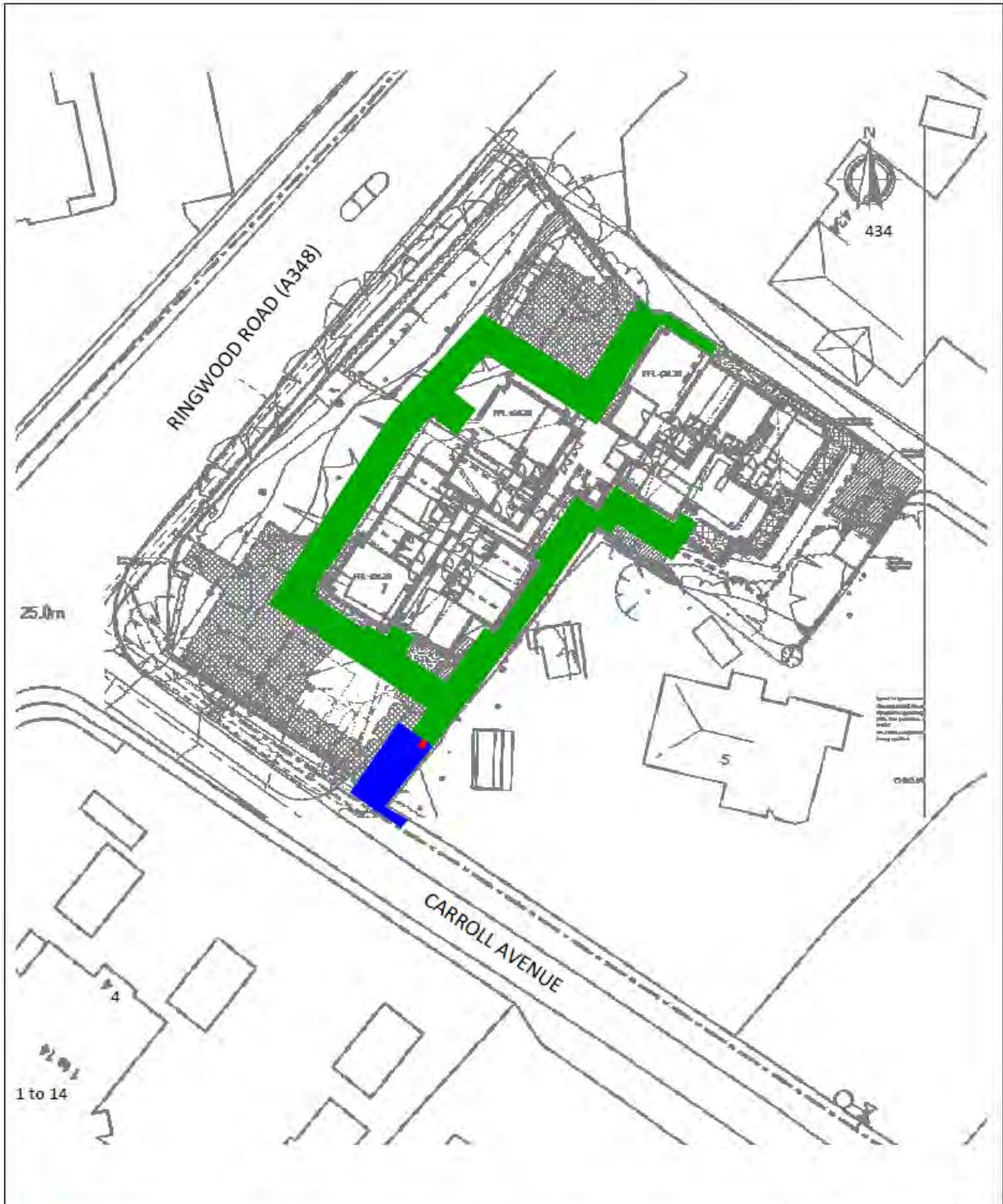
How to obtain official copies - see Practice Guide 11 - Inspection and applications for official copies.

Plan requirements for registration - see Practice Guide 40 - HM Land Registry plans - (www.gov.uk/land-registry).

Ordnance Survey map products - (www.ordnancesurvey.co.uk).

END OF RESULT

Example Plan and SIMR encroaching additional Title's



		Site Address:	DT46105: 1 Carroll Avenue [REDACTED]	
		Landowner:	GO-DEVELOPMENT [REDACTED]	
Material	Pressure	Drawn by:	<p>This plan shows only those pipes owned by Sustron Gas Networks Plc in its role as a Licensed Public Gas Transporter (POT). Gas pipes owned by other POTs and also privately owned may be present in the area. Information with regard to such pipes should be obtained from the owners. The information shown on this plan is given without obligation or warranty. The accuracy thereof cannot be guaranteed. Service boxes, valves, appurtenances, stub connections, etc. are not shown but their presence should be anticipated. The liability of any kind whatsoever is accepted by Sustron Gas Networks Plc, its agents or servants for any work or omission. Safe design principles in accordance with HSG47, must be used to verify that suitable the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (other than yourself or contractors) working for you on or near gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.</p>	
PE	MP & LP	Date:		
Route/Assessment strip (LP) shown this:		Scale:		
Route/Assessment strip (MP) shown this:		G.S. Ref:		
Transfer of Part shown this:		Project #		
		Project Type		

Official certificate of the result of
search of the index map

HM Land Registry

Land Registration Rules 2003

Certificate Date:	05 Jan 2023
Certificate Time:	00:00:01
Certificate Ref:	1 [REDACTED]B

SIMR

application being cancelled.

No other registered estate, caution against first registration, application for first registration or application for a caution against first registration is shown on the index map in relation to the Property.

For further information about:

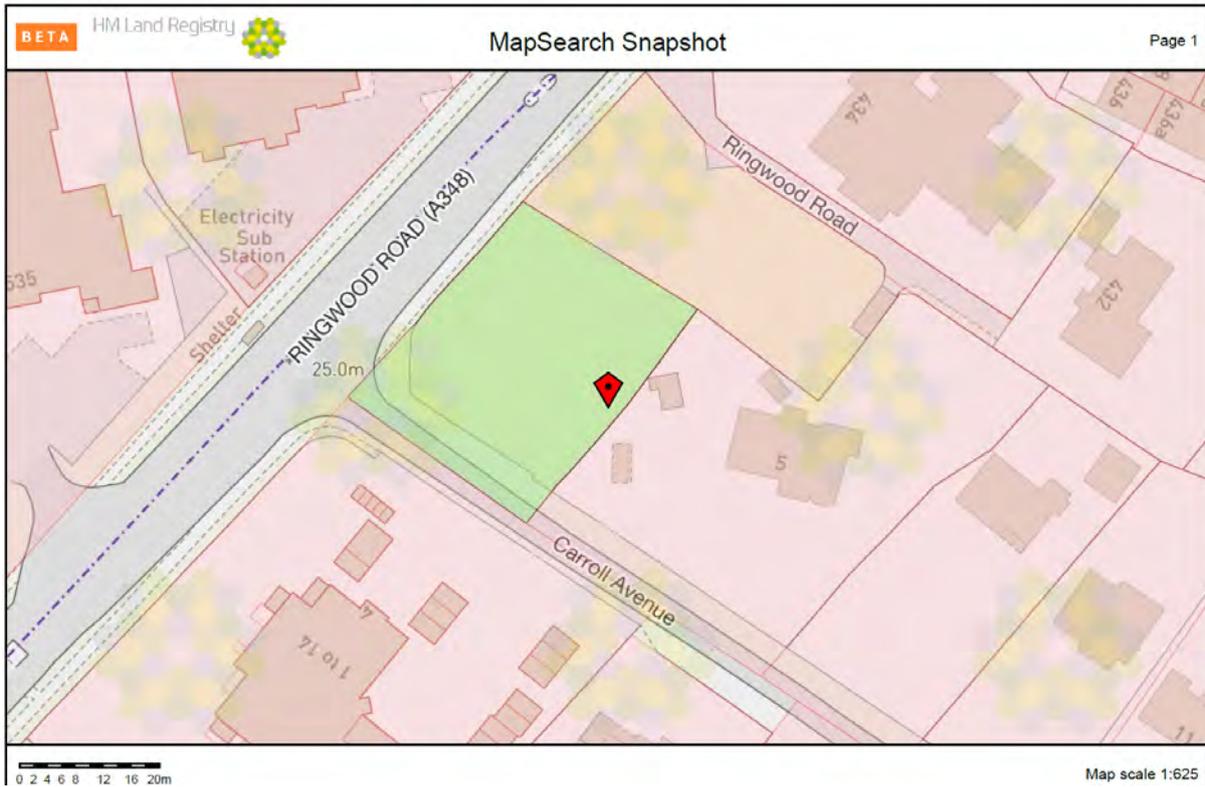
SIMs - see Practice Guide 10 - Official searches of the Index Map.

How to obtain official copies - see Practice Guide 11 - Inspection and applications for official copies.

Plan requirements for registration - see Practice Guide 40 - HM Land Registry plans - (www.gov.uk/land-registry).

Ordnance Survey map products - (www.ordnancesurvey.co.uk).

END OF RESULT



Further to the above plan and SIMR, two of the four Title's revealed remain under third-party ownership. SGN would be unable to secure rights against the additional Title's and The Plan would subsequently need to be reviewed, reducing the standard width of the coloured easement strip/s accordingly, to avoid encroaching the additional Title's. Checking the boundary lines via the respective Title Plans and in combination with HM Land Registry's MapSearch Feature will help to determine the boundary lines and allow for the amending of any given plan, reducing any easement strip/s accordingly.