Training Unit – MG-022a

Regional Property Certificates Solicitor Guide

Contents

Register to use the Submission Portal

If you are new to the Submission Portal, you will be required to register as a user to make use of the utilities.

Click on **Register for an account**. A verification email will be sent to the address you have entered. The verification email contains a code which you must enter to gain access to the system.

The verification code will expire after 15 minutes at which point you will need to request a new one.

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If the valid code is entered, you are invited to continue.

✓ **E-mail address verified. You can now continue.**

Email address

▮▮▮@hotmail.co.uk

Use a different email address

Continue

Cancel

You will be prompted to enter a password for this login name. Enter and confirm a password of your choice which satisfies the criteria described.

ⓘ **Password requirements:**

- Your password must have minimum of 8 characters
- Maximum of 16 and containing at least 3 of the following:
- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols

Create Password

Create Password 👁

Re-enter Password

Re-enter Password 👁

Once your new password has been accepted, you will be prompted to enter some personal information. Some fields are mandatory and are indicated on the screen.

Title (optional)

Title (optional)

First name

This information is required.

First name

Surname

This information is required.

Surname

Organisation Name (optional)

Organisation Name (optional)

Address Line 1 (optional)

Address Line 1 (optional)

Address Line 2 (optional)

Address Line 2 (optional)

Address Line 3 (optional)

Address Line 3 (optional)

Town (optional)

Town (optional)

Post code (optional)

Post code (optional)

Country

United Kingdom

Telephone number (optional)

Telephone number (optional)

Fill in the relevant information as required. Most fields are optional.

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Select your Account Type category

This information is required.
○ **Personal**
Low volume personal usage.

○ **Professional**
For business use for all work relating to your company, employer or contractor.

○ **Local Authority**
Usage as part of your job at a Local Authority.

Finally, set you security question details.

Select your security question
This information is required.

Select your security question ⌄

Your security question answer
This information is required.

Your security question answer

By registering, and as a customer, you will share personal data with us. This will be used, looked after and retained in accordance with our Privacy Notice, which also tells you about your rights in connection with that data.

This information is required.
☐

When you have completed this section, click on **Register**.

Register

This will take you to the home page of the Submission Portal
The next time you log in you will only be required to enter your email address and password.

Introduction

Regional Property Certificates bring together various pieces of information about a property. They are part of the legal searches undertaken by solicitors on behalf of their clients who are buying or selling property.

When buying a property, it is essential that purchasers are fully aware of what they are purchasing, including any responsibilities and costs that go with it. Property Certificates help to identify if there are any statutory provisions affecting the property and if any legal action has been taken or is pending by the council or other government bodies.

A Regional Property Certificate provides information on:
- the planning history of the property
- confirms if the road adjoining the property is maintained by DFI Roads or is private and if there are any road works proposed which may affect the property
- confirms if a public water main serves the property
- confirms that the sewers are either maintained by NI Water or the property is served by a septic tank and that the necessary statutory consent for this is in place

The details provided on the certificate are based on the information available to the authorities at the time of the enquiry.

Information relating to planning applications submitted **before 1973** will not appear on the certificate.

The certificates are administered by the Regional Property Certificates Unit (RPCU) in Fermanagh & Omagh District Council on behalf of all councils.

The RPCU check the property enquiry to ensure it is valid, acknowledge receipt and consult the following four authorities:

- Councils (Planning Offices)
- DFI Roads
- NI Water
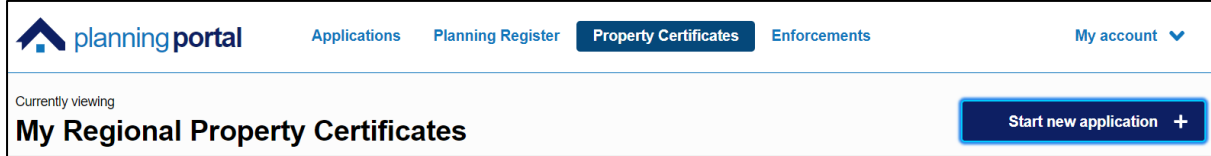- NI Environment Agency (Water Management Unit)

Once **all replies** have been received, the answers are merged into a single regional property certificate. The certificate is then issued to the requesting solicitor.

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Start a New Application

Once the user has registered or logged in, they will arrive at the **Home** page.

To start a new certificate application simply click '**Property Certificates**' where the user can also view any previous applications they have made.
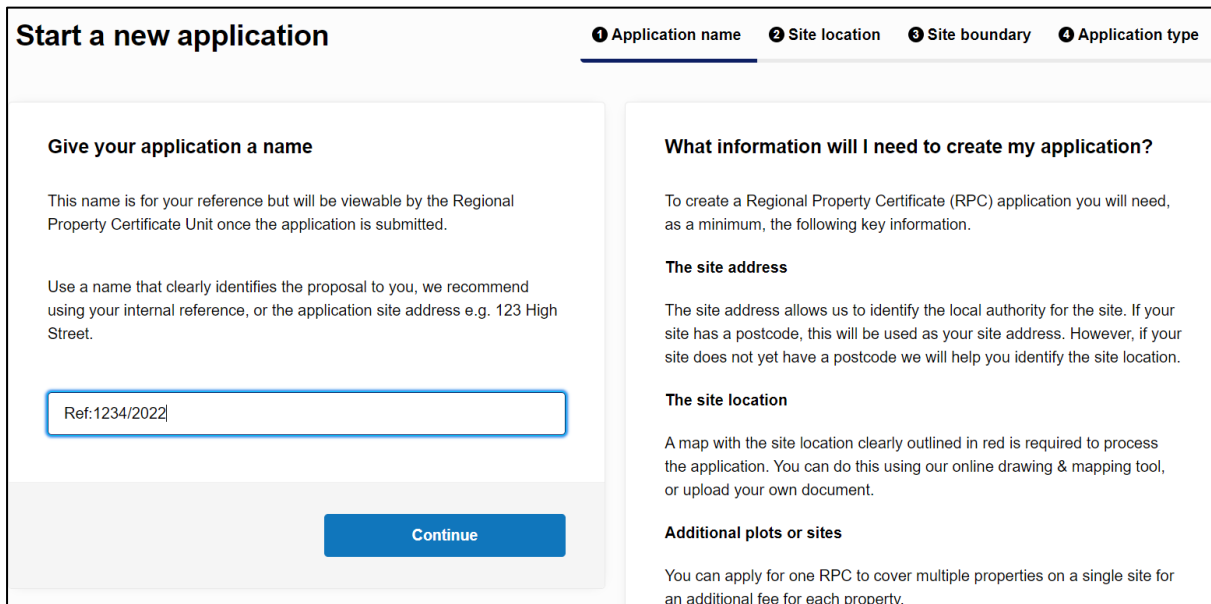
To create a new application, click '**Start new application**', as highlighted below.

| planning portal | Applications | Planning Register | Property Certificates | Enforcements | My account ⌄ |

Currently viewing
My Regional Property Certificates   Start new application +
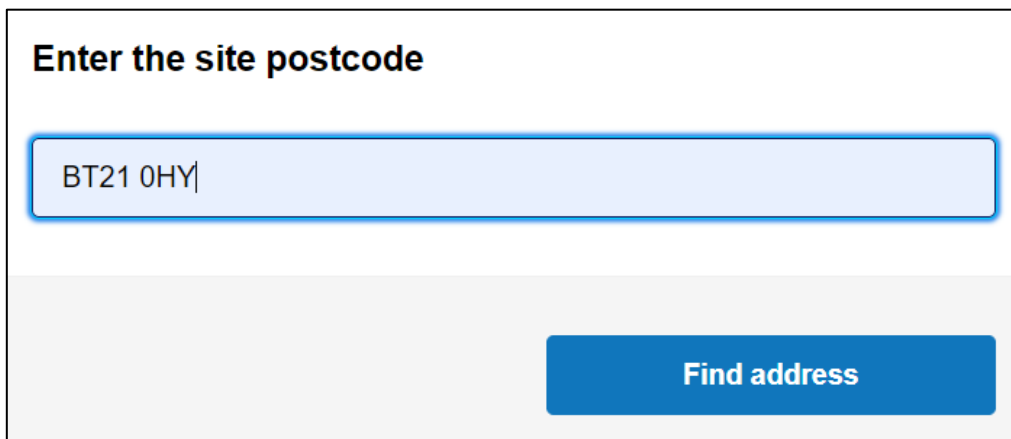
The portal is an intuitive interface and guides the user through each of the screens. As a general rule, data is input in the left hand side of the screen, while the right hand side contains information about what is required for that particular section.

Give your application a name. This may be the address or an internal reference that the user may wish to use to identify this record.

Start a new application   ❶ Application name ❷ Site location ❸ Site boundary ❹ Application type

Give your application a name

This name is for your reference but will be viewable by the Regional Property Certificate Unit once the application is submitted.

Use a name that clearly identifies the proposal to you, we recommend using your internal reference, or the application site address e.g. 123 High Street.

Ref:1234/2022

Continue

What information will I need to create my application?

To create a Regional Property Certificate (RPC) application you will need, as a minimum, the following key information.

The site address

The site address allows us to identify the local authority for the site. If your site has a postcode, this will be used as your site address. However, if your site does not yet have a postcode we will help you identify the site location.

The site location

A map with the site location clearly outlined in red is required to process the application. You can do this using our online drawing & mapping tool, or upload your own document.

Additional plots or sites

You can apply for one RPC to cover multiple properties on a single site for an additional fee for each property.

Enter the site postcode and click on **Find Address**.

Enter the site postcode

BT21 0HY

Find address

Select the relevant address from the list provided against the entered postcode. If the required address is not present in the list, the user can use the option **'Change Postcode'** or, alternatively use the other methods displayed if they are in possession of the relevant information.

Click **Continue** to move to the next stage of the application.

Draw Site Boundary

On the **Site Boundary** page, there are 2 options, '**Draw site boundary**' and '**Upload spatial file**'.
For the most part the user will need to click '**Draw site boundary**' unless they have a specific spatial file which is smaller than 1 mb.

When the user clicks '**Draw site boundary'** it will bring up a quick tutorial which runs through how to capture a site boundary. Left mouse click at the starting point of the polygon, left mouse click when changing direction, until arriving back at the starting point.

The mapping follows Ordnance Survey Northern Ireland, so land boundaries should be well defined and can be snapped to when capturing the extent of the site boundary.

To have a complete site boundary the start and end points must be the same.
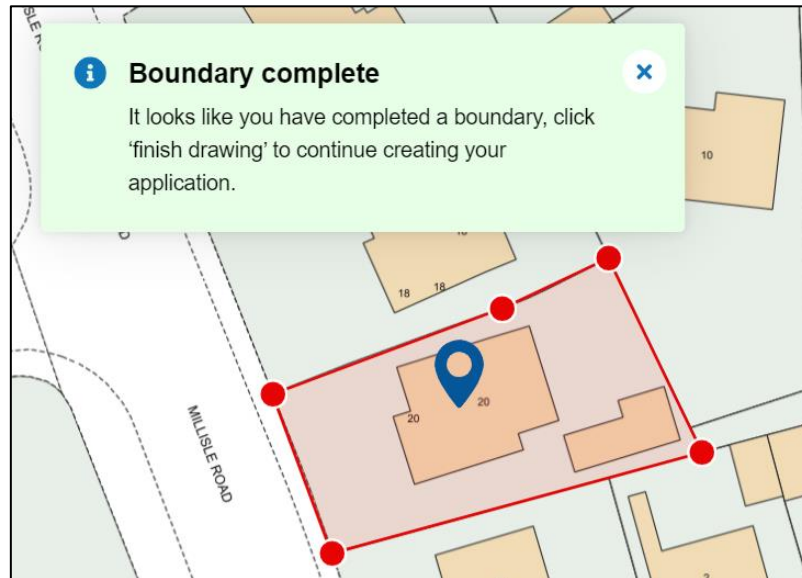
Once the end point has been reconnected to the original start point, the system will let the user know that the boundary is complete, as shown above.

The user can review the boundary before clicking '**Finished drawing'** when finished or '**Reset drawing'** if the boundary needs corrected. There is also a '**Undo last'** button which is handy if the last point didn't snap to the correct location.

When '**Finished drawing'** is clicked**,** it will take the user to a final review page where it shows the site boundary alongside the location and total area, as shown below. Again, there is the option to change boundary if not happy or proceed by clicking '**Continue'**.

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Select the Application Type

Select the application type, i.e.- Single or Multiple properties. The current pricing structure for each of these options is displayed on the right hand side of the screen, along with the criteria for selecting Multiple properties.

Select your application type

| Enter application type... | 🔍 |

Property Certificates

⦿ **Single Property**
Single Property

○ **Multiple Properties**

Click on **Continue** to move to the next stage of the process.
The next screen allows the user to check the details they have entered and amend them if necessary.

The user has reached the stage where they can now create the application.
Click on **Create application** to continue.

This takes the user to the application summary screen. This screen is broken into 4 parts:

Complete application questions
Add plans and documents
Calculate fee
Submit application

Complete application questions

Click the continue button to complete the outstanding questions.

Complete each section with the required information.

When completed the summary screen will reflect this.

Add plans and documents

It is a requirement to supply a site map with the application. This can be uploaded in this section. Click Continue to follow the process.

To add the required document(s), click in the **Add supporting documents** area on the right hand side of the screen.

Clicking in the **Browse** area will open Windows Explorer on the users PC and allow the selection of one or more files to be uploaded. Once a file has been selected, the user is prompted to assign a document type to their selection.

Click **Upload files** to continue. Add any other supporting documentation as required using the same method.

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Calculate Fee

The fee will be calculated based upon the application type selected at the first stage. If multiple properties, the user will be prompted to enter the number of properties.

The calculated fee is displayed and it only remains to pay for and submit the application.

Submit application

Users can submit a secure online payment through the portal.

Submit application

All sections of your application have been completed. You can now submit and pay for this application.

> Pay and submit ❯

Tick the Declaration box, then choose the option Secure online payment by credit/debit payment.

☑ **I / We agree to the outlined declaration**

Signed: **Robert Reid**

Date: Fri 14 Oct 2022 16:28:46

Select how you would like to pay

🔘 Secure online payment by credit/debit payment

You will be taken to your local authority for payment.

Click on **Submit and pay** to make the payment.

Go through the standard payment process with a valid card for payment. The user will be asked to confirm the payment. Once submitted a reference number will be generated for the application for recording by the user for any future queries.

✅

Your application has been successfully submitted

Your reference number: PT-10000666

You will receive an email confirmation of your submission

Rate your experience ↗

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Email Confirmation

The user will receive 2 emails. The first to confirm that payment has been successfully made via Gov Pay, and the second to advise the user that their application has been received by the Regional Property Certificate Unit.

GOV.UK

Your payment of £70.00 to Regional Property Certificates was successful

Payment for: Single Property – PT-10000666-v1
Reference: PT-10000666-v1
Date of payment: 14 October 2022 – 16:32:34

Details of your application

- Application Type: Single Property
- Planning Portal Reference number: PT-10000666
- Agent: ROBERT REID
- Application site address: 20 Millisle Road, Donaghadee, County Down, BT21 0HY
- Submission date: 14/10/2022 16:36:32
- Received date: 14/10/2022 16:36:33

View Application

For more information on the progress of your application, please contact the Regional Property Certicate Unit as the Planning Portal is not involved in the decision making process

- Regional Property Certificates Unit
- https://www.nidirect.gov.uk/articles/regional-property-certificates
- 02866321828
- propcerts@fermanaghomagh.com

The process is now in the hands of the RPC Unit.

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Amend an Application

Users have the ability to amend an application that has already been submitted.
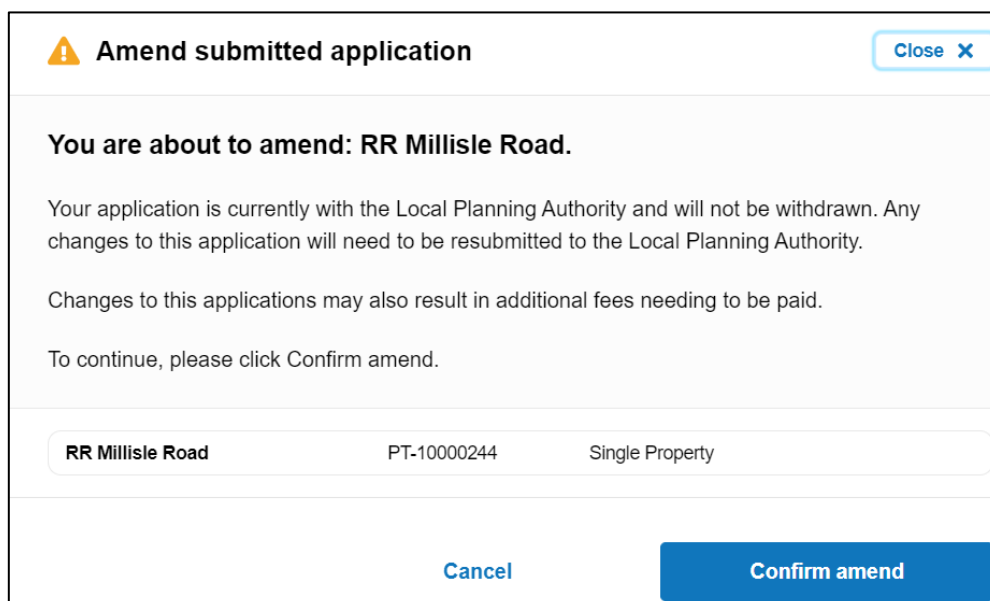Login to the portal.
Go to Regional Property Certificates page.
Click on the relevant previous application to open it.

Select **Application Actions** then **Amend**

You will see a warning screen advising of the implications of your action.

Depending upon the type of changes made, there may be additional fees to pay

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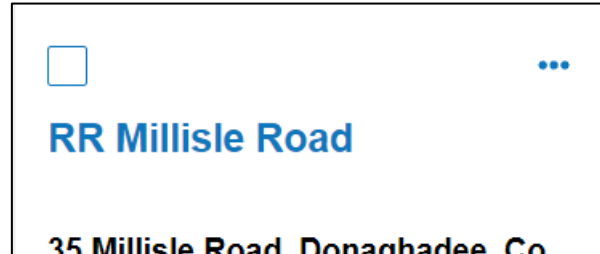Fhear Manach agus na hÓmaí

Withdrawn Applications

Applications for certificates can also be withdrawn.

Login to the portal.

Go to Regional Property Certificates page.

Click on the relevant previous application to open it.

Select **Application Actions** then **Withdraw application**

You will see a warning screen advising of the implications of your action.