



## **Training Unit – MG-022a**

# **Regional Property Certificates Solicitor Guide**



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## 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.

**i** Planning Portal NI has changed. If this is the first time you are logging into the new Planning Portal, your login details will no longer work. You will need to set up a new account by registering for an account below.

**Email Address**

**Password**



[Forgot password](#)

**Log in**

[Register for an account](#)

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.

**✓** We've sent a verification code to your inbox. Please enter it in the field below. If you haven't received the email, check your spam folder or click the re-send code button.

**Email address**

reidgault@hotmail.co.uk

**Verification code**

**Verify code**


[Re-send verification code](#)

**Continue**

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



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

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


Email address

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



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.



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)

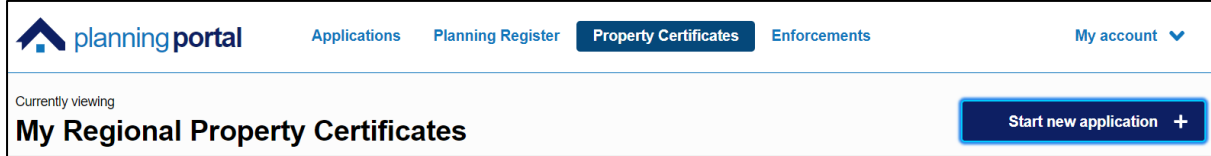
Once **all replies** have been received, the answers are merged into a single regional property certificate. The certificate is then issued to the requesting solicitor.

## 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.

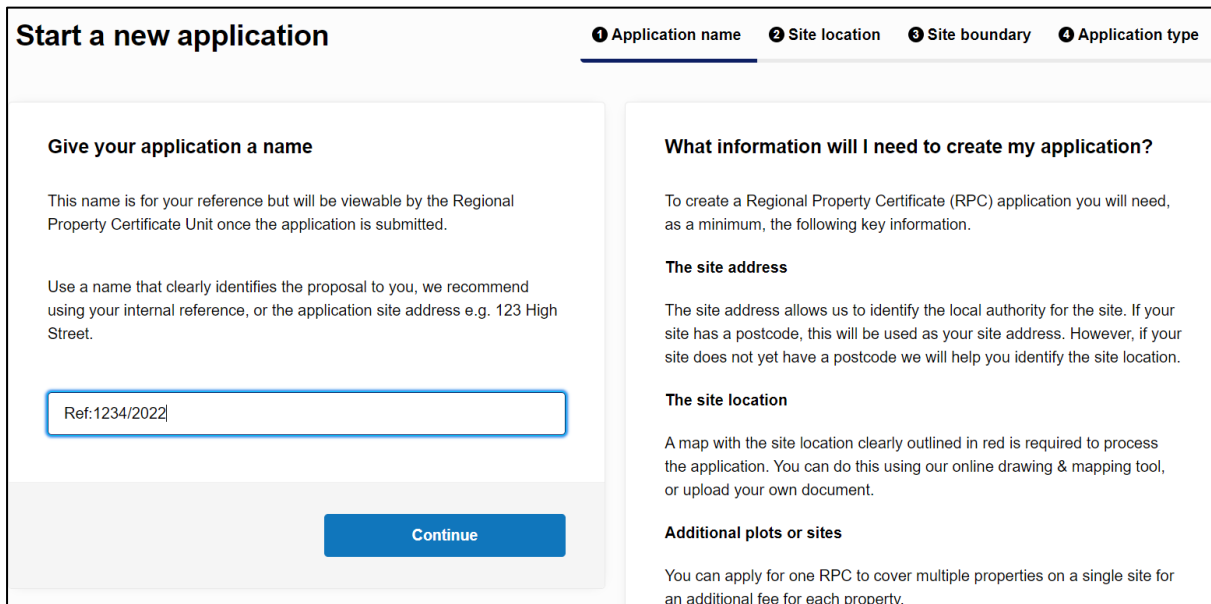
To create a new application, click '**Start new application**', as highlighted below.



The screenshot shows the top navigation bar of the planning portal. It includes the 'planning portal' logo, a menu with 'Applications', 'Planning Register', 'Property Certificates' (highlighted), and 'Enforcements'. On the right is a 'My account' link with a dropdown arrow. Below the navigation bar, a breadcrumb trail shows 'Currently viewing' followed by 'My Regional Property Certificates'. A blue button labeled 'Start new application +' is positioned on the right side of this section.

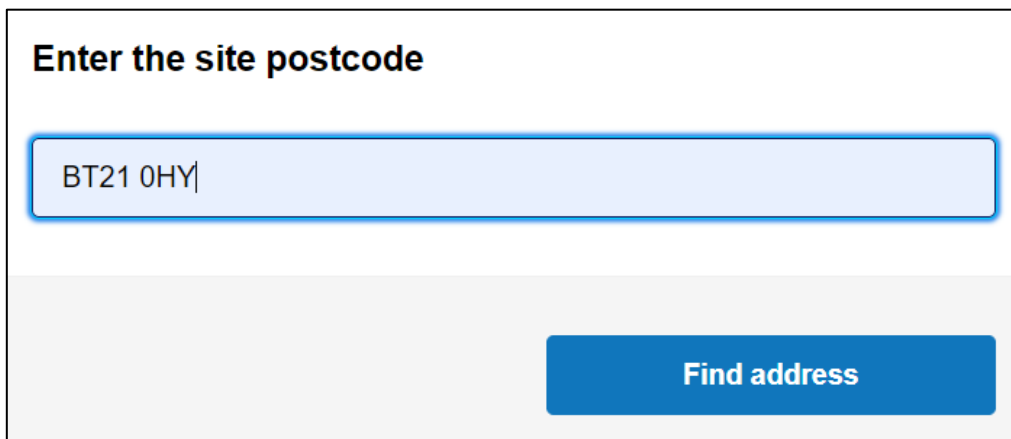
The portal is an intuitive interface and guides the user through each of the screens. As a general rule, data is input in the left hand side of the screen, while the right hand side contains information about what is required for that particular section.

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.



The screenshot displays the 'Start a new application' form. At the top, there are four numbered steps: 1. Application name, 2. Site location, 3. Site boundary, and 4. Application type. The first step, 'Application name', is active. The form is split into two columns. The left column, titled 'Give your application a name', explains that the name is for reference and will be viewable by the Regional Property Certificate Unit. It recommends using an internal reference or site address (e.g., '123 High Street'). A text input field contains 'Ref:1234/2022'. A blue 'Continue' button is at the bottom of this column. The right column, titled 'What information will I need to create my application?', lists requirements: 'The site address' (used for local authority identification), 'The site location' (requires a map with the site outlined in red), and 'Additional plots or sites' (allows for multiple properties on a single site for an additional fee).

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



The screenshot shows a form titled 'Enter the site postcode'. It features a large text input field containing the postcode 'BT21 0HY'. Below the input field is a blue button labeled '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.

### Select address

20 Millisle Road, Donaghadee, County Down, BT21 0HY

Address not listed?

[Change postcode](#)

Continue

#### Don't have a postcode?

Use the grid reference search to find your Easting and Northing.

[Search for a grid reference](#)

#### Have a grid reference?

Enter your sites Easting and Northing to continue.

[Enter Easting and Northing](#)

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.

### Draw the site boundary

Use our drawing tool to plot the site boundary on a map.  
Please note: The maximum site boundary that can be plotted is 35 Hectares (85 acres).

Draw site boundary

### Upload the site boundary

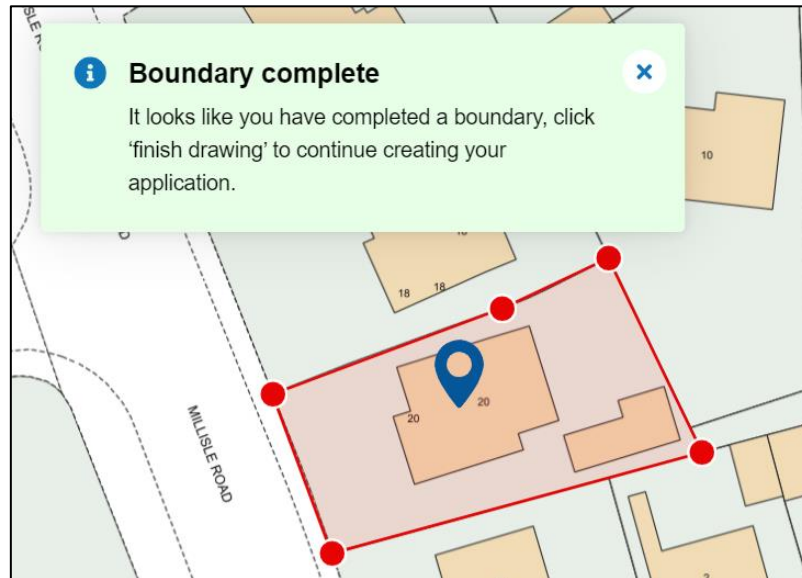
Upload a spatial file of the site boundary

Upload spatial file

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**'.

**Confirm your site boundary**




**Easting:** 359315  
**Northing:** 379554  
**Total square metre:** 469.8 square metres

[Change boundary](#) [Continue](#)

## 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



#### 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.

### Check your answers

[Application name](#)
[Site location](#)
[Site boundary](#)
[Application type](#)


☒ **Application name**

Name entered:  
Ref:1234/2022

[Change](#) 


☒ **Site location**


Address entered:  
20 Millisle Road, Donaghadee, County Down, BT21 0HY

[Change](#) 

☒ **Site boundary**


Added successfully



[Change](#) 

☒ **Application type**

Application type selected:  
Single Property

[Change](#) 

#### Your Application Summary

**Name:** Ref:1234/2022

**Address:** 20 Millisle Road, Donaghadee, County Down, BT21 0HY

**Easting:** 359315

**Northing:** 379554

---

**Regional Property Certificate Unit:**

Tel: (028) 66 321 828

Email: [propcerts@fermanaghmagh.com](mailto:propcerts@fermanaghmagh.com)

**Important Information**

In order to validate that the site boundary has been correctly plotted it is required that a site map detailing the properties is uploaded as part of the application. Any site map should be provided on an Address Centre Extract (ACE) Ordnance Survey/Land Registry map at the largest scale (urban 1:1250/rural 1:2500)

[Create application](#)



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 application questions

1 / 3 steps complete

[Continue](#) >

Complete each section with the required information.

#### Application question progress

1 out of 3 sections completed

<a href="#">Agent Details</a>	Incomplete
<a href="#">Site Location</a>	Completed
<a href="#">Owner Details</a>	Incomplete

[Back to application overview](#)

When completed the summary screen will reflect this.

### Complete application questions

3 / 3 steps complete

## 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.


### Add plans and documents

0 / 0 requirements complete | 0 plans and documents added

[Continue](#) >

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

### Add supporting documents



 Drag and drop files or [Browse](#)

10 MB maximum file upload size


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.

### Provide document details

Please select the document type and add a description where required for your files.

**File:**  Site Plan 1.1.pdf **Size:** 1.5MB [Remove](#) 

**Document type** \* Required **Description**

Site location plan 1:1250 or 1... 

Site location plan

18 of 250 characters

[Cancel](#) [Upload files](#)

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



## 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.

### Calculate fee

Calculate your planning application fee.

[Calculate fee](#) >

#### Calculate your fee

To calculate your planning fee answer the below questions, your planning fee will be calculated based on your answers to these questions.

##### Regional Property Certificate Fee

Please enter the number of properties \* Required ?

1

[Continue](#)

Fee calculated

#### Your RPC fee

Your planning fee

£ 70.00  
(inc. VAT)

**Total £ 70.00**

[Save and close](#)

[Finish and close](#)

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](#)



## 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.



### 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 Certificate 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@fermanaghmagh.com](mailto:propcerts@fermanaghmagh.com)

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



## 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.

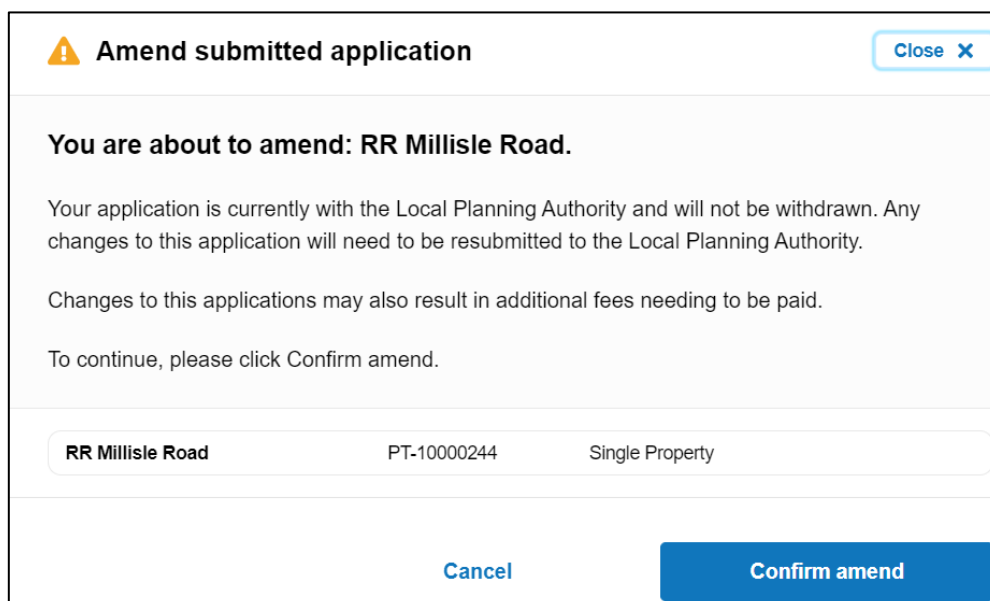
Click on the relevant previous application to open it.



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



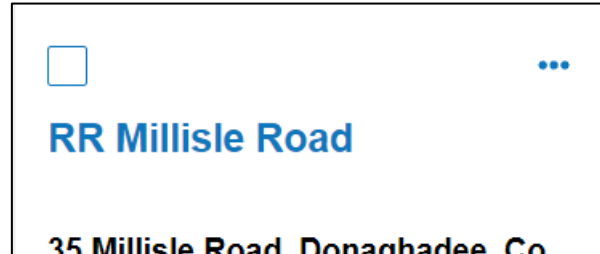
## Withdrawn Applications

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.

**Withdraw your application**

Close

**You are about to withdraw your planning application from the local authority, you will not be eligible for a refund of fees paid.**

The request to withdraw your application will be passed to the local authority. Once you do so, you will no longer be able to re-submit this application.

To withdraw your application please state your reason for withdrawal and confirm.

**Reason for withdrawal**

Please provide your reason for withdrawing your planning application

0 of 350 characters remaining

Cancel

Continue