

APPLICATION FORM		To:- Armagh City Banbridge & Craigavon Borough Council	
LOCAL AUTHORITY PROPERTY CERTIFICATE			
1. PROPERTY I/We hereby require a Property Certificate for:- <input type="checkbox"/> Dwelling <input type="checkbox"/> Other Residential – eg. Nursing Home, Hotel, Guest house, etc <input type="checkbox"/> Commercial – eg. Shop, Factory Unit, etc. <input type="checkbox"/> Land Only PERIOD REQUEST (see Information for Applications, note2) <input type="checkbox"/> 10-year search <input type="checkbox"/> 1973 search <input type="checkbox"/> 10-year search from to <input type="checkbox"/> Follow-on 10-year search from		Office use only: Date Received: Payment Received: Receipt No: Cash/cheque: Bank: BACS ref: Reference No: Case/File No:	
2. ADDRESS OF PROPERTY			
Address:			
		Postcode:	
If Commercial Property: Please specify current business name:			
NAME OF VENDOR		Telephone	
3. NAMES OF PREVIOUS OWNERS (during specified period of search)			
4. DETAILS OF PRESENT OCCUPIER (if not Vendor)			
Surname		Forenames	
Address:		Postcode:	
Tel:			
5. DETAILS OF APPLICANT		REF NO:	
Name/ Company			
Address:		Postcode:	
Tel:		EMAIL (must be provided)	
The relevant Fee is enclosed with this Application			
Date:		Applicant's signature:	

Standard Fees from 1st April 2026

Type of Certificate	Fee
Standard 10-year search	£100
1973 search	£135
Specified 10-year search	£100
Follow-on 10-year search	£43

General Data Protection Regulations Privacy Notice

Armagh City Banbridge & Craigavon Borough Council, who you are submitting this application form, collects data for the purposes of the management and application of the Property Certificate. This data may also be passed on to other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreements or similar purposes.

INFORMATION FOR APPLICANTS

Property certificates for ALL of ABC should be sent to :-

**Property Certificates
Building Control – Banbridge Office
Armagh City, Banbridge and Craigavon Borough Council
Civic Building
Downshire Road
BANBRIDGE BT32 3JY
Or emailed to propertycertificates@armaghbanbridgecraigavon.gov.uk**

1. Interpretation

1.1 For the purposes of this document:-

- * “the Applicant” means the person applying for the Property Certificate.
- * “the Application” means the application hereby made for the Property Certificate.
- * “the Certificate Period” means the period specified by the applicant in the application.
- * “the Council” means the Council issuing the Property Certificate.
- * “the Property” means the property identified by the applicant for the purposes of the Property Certificate.
- * “The Property Certificate” means the completed set of replies by the Council to the questions.

1.2 The expression “contemplated” in the context of the replies to questions set out in the Property Certificate means proposed or actively considered by the Council or its senior officers to whom the relevant functions have been delegated.

2. Certificate Period

- 2.1 The Property Certificate is issued by the Council in respect of the Certificate Period.
- 2.2 The Certificate Period shall be counted in calendar years going back from 1st January last preceding the date of the application.
- 2.3 Where a search back to 1973 has carried out, the Certificate Period shall count from 1st October 1973 to the date of the application.

3. Fees

3.1 The application should be accompanied with the appropriate fee, see application form.

4. Property Location Plan

- 4.1 The Application must be accompanied by a site location plan of the Property, with relevant boundaries clearly defined.
- 4.2 The plan must be to scale 1:2500 Irish Grid or County series. For urban areas a scale of 1:1250 should be used where available. For large tracts of land, a scale of 6":1 statute mile County series or 1:10,000 Irish Grid is sufficient provided buildings are identified.

5. Accuracy of Information etc.

5.1 While the information given in the Property Certificate is accurate to the best of the knowledge of Council’s officers dealing with the enquiries raised, nevertheless the Applicant should note:-

- No on-site inspection has been carried out for the purposes of completing the Property Certificate,
- Whilst the Council endeavours to ensure that its records are accurate, no warranty can be given in relation thereto, particularly in relation to older records,
- While due care is taken to ensure the accuracy of the information given in the Property Certificate, neither the Council nor its officers can accept any liability for inaccuracies, mis-statements, or errors therein.
- The applicant is advised to ensure that the property is properly surveyed by an appropriately qualified person,
- The information given in the Property Certificate is intended to be solely in the context of matters relevant (adversely or otherwise) to the property, and not to any personal interest or attribute of any individual who may have or have had a connection with the Property.
- While due care is taken to ensure the accuracy of the information given in the Property Certificate, neither the Council nor its officers can accept any liability for inaccuracies, mis-statements, or errors therein.

6. Follow up enquiries.

Where the Property Certificate contains a reply adverse to the property and the matter is subsequently resolved, any follow up Certificate may attract a reduced fee.