



# Derry City & Strabane District Council Local Authority Property Certificate Application

## Location/address of property to be searched

Address:

Townland:

Town:

Postcode:

Note: The application should include a map to a suitable scale with the property **outlined in red**.

Please check that the above property falls within Derry City and Strabane District Council's geographical area. This can be done by checking [here](#). Select the "Add data" from the top menu items and add "OSNI - Local Government Districts 2012".

Type	
Dwelling	
Other residential e.g. Nursing home, Hotel, Guest House, etc.	
Commercial	
Land only	

Period	Fee
Standard 10-year search	£90
Search back to 1973	£122
Specified 10-year search from:                      to:	£90
Upgrade from 10-year search to full 1973 search	£38

Payment method	
Card	
Cash	
Cheque (Payable to Derry City & Strabane District Council)	
BACS (attach full detail as evidence of transfer)	

BACS payment details
Account Name: <b>Derry City &amp; Strabane District Council</b>
Sort Code: <b>95-07-97</b>
Account Number: <b>40026018</b>
Please complete the reference in the following format: "PC - (insert property address)"



Derry City & Strabane  
District Council  
Comhairle  
Chathair Dhoire &  
Cheantar an tSratha Báin  
Derry Cittyie & Strábane  
Deistrick Cooncil

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## Applicant's name & address

Company: .....  
 Forename(s): .....  
 Surname: .....  
 Address: .....  
 Townland: .....  
 Town: .....  
 Postcode: .....  
 Tel: .....  
 Mobile: .....  
 Email: .....

## Vendor's name & address

Company: .....  
 Forename(s): .....  
 Surname: .....  
 Address: .....  
 Townland: .....  
 Town: .....  
 Postcode: .....  
 Tel: .....  
 Mobile: .....  
 Email: .....

## Details of present occupier

(if different from vendor)

Company: .....  
 Forename(s): .....  
 Surname: .....  
 Address: .....  
 Townland: .....  
 Town: .....  
 Postcode: .....  
 Tel: .....  
 Mobile: .....  
 Email: .....

## Names & details of previous owners

(during the specified period of search)

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

### Derry City & Strabane District Council

**Derry**  
 98 Strand Road  
 Derry  
 BT48 7NN

**Strabane**  
 47 Derry Road  
 Strabane  
 BT82 8DY

**T:** +44 (0) 2871 253 253  
**E:** building.control@derrystrabane.com  
**W:** www.derrystrabane.com  
 Derry City & Strabane District Council  
 @dcsdcouncil



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## Privacy Notice

Derry City and Strabane District Council takes its data protection responsibilities very seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way that complies with the United Kingdom General Data Protection Regulations and the new Data Protection Act 2018.

The Council has a legal duty to provide certain public services/tasks and, to this end, may use the information you have provided to do so.

The information you supply will principally be processed for the purpose for which it has been provided. If it is being used for any other purpose you will be informed and your explicit consent will be sought if required (sometimes the law allows us to use it for other legitimate purposes). Derry City and Strabane District Council will:

- only use your information to carry out its statutory duties or tasks in the public interest
- only ask for what information is absolutely necessary to allow it to carry out its duties
- only use your information for the purpose that you provided it for (we cannot normally use it for anything else without your permission)
- provide you with sufficient information to make a choice when your consent is required and only use it if you have clearly “opted-in”
- store and maintain your personal information only for as long as it is required
- store and maintain your personal information in a secure manner
- dispose of your information if you ask us to do so (and we no longer need to keep it) and in line with Council’s Retention and Disposal Schedule.

Derry City and Strabane District Council collects the data for the purposes of processing local authority property certificate applications. This data may also be passed on to other related Government Agencies, to other Council Departments E.g. Planning, Environmental Health and other legal agents. Information in relation to the application will also be published in publically available Council reports.

Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

For additional information refer to Council’s website where the Privacy Notice can be obtained at the following link: <http://www.derrystrabane.com/Footer/Privacy-Policy>

## Declaration

**I/We hereby submit this application for a local authority property certificate for the property indicated above.**

**Signed:**

.....

**Printed name:**

.....

**Date:**

.....