OWNERLESS LAND AND BUILDINGS REFERRAL FORM

SECTION 1 – ABOUT THE LAST OWNER OF THE PROPERTY

If the last owner of the property was a dissolved company, please provide details of the company's registration number, its registered office, date of incorporation, and the date it dissolved. You should normally be able to obtain this information from the Companies House website:

https://www.gov.uk/get-information-about-a-company

Name of last owner:	
Company number:	
Registered address at the time of dissolution:	
Date of incorporation:	
Date of dissolution:	
How was the company dissolved (e.g., compulsory, voluntary, liquidation)	

SECTION 2 – ABOUT THE PROPERTY

Property Address: The full address of the property, including the postcode.	
Title Information: Provide the Register of Sasines sheet or Land Registered title number.	
Current Use: Describe what the property is currently used for and by whom.	
Access and Shared Use: Does the property provide access to other properties or is shared/used by third parties or adjacent properties.	

Amenity/Common Ground: Does the property form part of the amenity or common ground of a residential development.

Your Interest: Explain your interest in the property (e.g., your proposed plans for the property).

Planning Consents: If the property is land, provide details of any planning consents or applications related to the land.

SECTION 3 – REQUIRED DOCUMENTS

Please include the following documents with your referral form.

1. **Title Deeds:** Copies of the title deeds for the property, including any other deed referred to for the description, if relevant, or a Land certificate/title sheet showing the registered proprietor.
2. **Legal Report:** A Legal Report in relation to the property. This is a type of conveyancing search report which can be obtained from Registers of Scotland or a professional searcher.
3. **Property Plan:** A clear and accurate plan showing the extent of the property (as a guide, we would always consider a plan as clear and accurate if it met Registers of Scotland's requirements for registration of the property in the Land Register).
4. **Plans Report**
5. **Property Enquiry Certificate**
6. **Community Interest Search Report:** A search report from the Registers of Community Interest in Land.
7. **Photograph(s) of the property.**
8. **Complex Titles Explanation:** For complex titles, such as when the interest pertains to a remaining portion of a larger area that has undergone several partial disposals, provide an explanation of how these titles fit together, accompanied by a sketch plan for illustration.

SECTION 4 – ABOUT YOU

Your name (including title)	
If relevant, your company name:	
Address for correspondence	
Email:	
Telephone:	

If you are contacting us on behalf of a third party, please provide full details of the person(s) for whom you act, including their name(s), address(es) and the company details (if applicable):

Any other information you consider relevant:

DATA PROTECTION

By completing this form you are declaring that the information provided above is true and accurate to the best of your knowledge.

A copy of our Privacy Notice can be found here:
Privacy Statement | KLTR

Please email this form with supporting evidence in PDF Format to:
enquiries@kltr.gov.uk