

Business Change Playbook

Make it Happen

HM Land Registry
Local Land Charges



Our ambition is to become the world's leading land registry for speed, simplicity and an open approach to data



1. [Collaboration agreement](#)
2. [Delivery plan](#)
3. [How business rules can help cleanse your data](#)
4. [Using the Migration Helper tool](#)

Purpose and content



The Collaboration Agreement is a data sharing to record arrangements between HM Land Registry and the local authority for sharing local land charges data; and achieving transfer of responsibility for local land charges from the LA to HMLR.
This to be completed by the local authority and returned to HM Land Registry, and is usually completed by the local authority's legal department.

Best practice



The Terms of Collaboration needs to be completed before the go live onto the digital register.
Early sharing with the legal department within your local authority is recommended so that they have time to consider the contents ahead of it being returned to HM Land Registry.

Benefits



- Mandatory document that needs completing ahead of the local authority's go live on the digital register

Link to [Collaboration Agreement](#) template

Purpose and content



A planning document to enable the migrating local authority to plan the activity that needs to be undertaken to progress their migration including people that need to be involved, resources and a timeline.

The delivery plan sets out the order that activities should be carried out and aids the creation of an action plan to keep migration activity progressing to the desired timeline.

Best practice



The delivery plan should be created in collaboration with the HM Land Registry delivery manager that is working with the local authority. It is a living document and should be reviewed and updated on a regular basis.

Benefits



- Enables planning of which local authority staff need to be involved at each stage of the process
- Helps create a timeline of activity that needs to happen to progress a migration
- Highlights any dependencies that need to be considered when planning, such as other projects and essential activity that is happening within the local authority

Link to [Delivery Plan](#) template

Purpose and content



A set of rules that are applied to a local authority's data to ensure HM Land Registry's requirements are met without the need for manual correction of data. These include:

- Global rules which are applicable to all local authorities
- Local rules which are applicable to an individual local authority and identified following analysis of data

Best practice



The delivery manager will work in collaboration with the local authority to determine where business rules need to be used. Business rules will be agreed with a local authority prior to being applied to their data.

Benefits



- Negates the need for a local authority to undertake manual corrections to the data
- Saves time as data corrections are automated – this includes adding missing data and applying corrections to a large number of charges

Link to [Business rules](#) document

Purpose and content



The Migration Helper is a web-based set of tools which will help you to fix charges which do not have a spatial extent. It uses the data associated with a charge to suggest several 'candidate' polygons for charges without spatial extents. It can speed up the process by allowing you to choose from a selection rather than having to create a polygon from scratch.

Best practice



HM Land Registry will discuss suitability of using the Migration Helper with a local authority. The format is based on the GOV.UK web page format to make it look and feel as intuitive as possible. Training on how to use it is available if needed.

Benefits



- Checking charges is much quicker
- You don't need to draw polygon from scratch
- It will free up more time for you and for HM Land Registry technical staff to work with you on the more complex charges
- You can keep track of progress more easily via the central migration helper spreadsheet

Link to [Migration Helper tool](#) overview and [narrated guide video](#)