

SUPPLEMENTAL ENQUIRIES QUESTIONNAIRE



Seller(s) Name.....

Property Address.....

There are many extra questions that arise on a property purchase as the information is not on the protocol forms, having this information up front will reduce the time taken on raising enquiries and waiting for answers. This form and related documents accompany the Title, Title plan, TA6 TA7 and TA10 questionnaires. A lot of this form will not apply to you.

Revised 18/03/2024

<p>1. Are you aware of the property having had any history of subsidence or movement, or underpinning works carried out at the property. (We are not asking you to give a warranty about the structural condition of the property).</p>	
<p>2. Please confirm all external doors and windows have locks with keys and all keys will be handed over on completion to the buyer.</p>	
<p>3. Please confirm all and any variations or changes to the replies given on this form will be notified to the buyer prior to completion as soon as they become known.</p>	
<p>4. Has the property ever been burgled during your ownership? If yes please supply details.</p>	
<p>5. Since 01 October 2008 has a new or replacement driveway been laid at the property? Is the driveway permeable, allowing water to drain through?</p> <p>If yes, please provide the appropriate planning consent or alternatively confirmation of the reason that the planning permission was not obtained</p>	
<p>7. Has a wood burner or other renewable energy system been installed/replaced at the property since 1st October 2010?</p> <p>If yes, please advise when this was done and provide Building Regulation Approval for it, e.g by way of HETAS Certificate</p>	

<p>8. Has decking been installed at the property since 01 October 2008?</p> <p>If yes, please provide the appropriate planning consent or alternatively confirmation of the reason that the planning permission was not obtained</p>	
<p>9. If there is a conservatory at the property, if yes, we will need a Conservatory Questionnaire from you. (enclosed)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>10. If the property has the benefit of private drainage, we will need a Drainage Questionnaire from you. (enclosed)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>11. Where is the main stop cock located?</p>	
<p>12. Are you aware of any proposed change of use of any adjacent properties as opposed to simply being aware of proposals to develop property or land nearby, or of proposals to make alterations to buildings nearby?</p>	
<p>13. Has any work has been carried out to more than 25% of the roof of the property since the 1st October 2010, for which a Building Regulations certificate should have been issued?</p>	
<p>14. Have you had any damp-proof work done? Did they supply a guarantee? Is the company still in operation? When does the guarantee expire?</p>	
<p>15. Postcodes in BN11-BN18 have higher levels of Radon gas in the environment. Have you had a test done in your property, as many buyers like to see the results?</p>	

<p>16. Please confirm that you have had sight of a copy of the covenants and other matters in the title which affect the property, and specifically confirm that you and, so far as you are aware, your predecessors in title (i.e. the previous owners), have complied with the same and not received any notices of breach.</p>	
<p>17. Please confirm you have had sight of the Land Registry filed plan and confirm that it accurately reflects the boundaries/layout of the property; and b) Please confirm that there are no other parcels of land or title numbers associated with this transaction</p>	
<p>18. Are you in residence ie living at the property? If not your solicitor will require a proof of connection (eg a selling address bill with the owner's name)</p>	
<p>19. If you have solar panels - please provide the MSC Certificate for the solar panels. Also details on your 'Feed in Tariff' in you have this.</p>	
<p>20. If you have one please supply a gas safe certificate for the boiler and the latest service certificate.</p>	
<p>21. Does any part of the property form separate residential accommodation with self-contained facilities?</p>	
<p>22. If you have any walls or patio doors that have been knocked through, please provide building regulation consent for this.</p>	

Overriding Interests

The buyer will be required to disclose at the time of registration a number of interests affecting the property which are not necessarily apparent in the deeds and documents of title. Please can you disclose any such matters with as much detail as you can provide at this stage:

A. Is the property subject to any short term tenancies or leases (less than 7 years) Give details.

Yes No

B. Is the property subject to rights not referred to in the deeds? For example rights of way; rights of access;

Yes No

rights of support or shelter etc (easements) the property may also be subject to rights for others to have access to the property. For example to remove game, for fishing or for some other rights of a similar type. If so please provide full details.

C. Is the property subject to:

1. Mining rights;

Yes No

2. Customary rights (ancient rights enjoyed by members of the local community or for a particular class of the community)

Yes No

3. If you are aware or suspect that such rights might affect this property, please provide any details you can, including the nature of the rights and who has the benefit of them.

D. Is the property subject to any of the following: -

1. Franchises – e.g. the right to hold a market on the property;

Yes No

2. Manorial rights – rights that arise because the property was once held from the Lord of the Manor e.g. rights of grazing to remove mines and minerals, and similar though less usual rights; or

Yes No

3. Crown rents – payment due to the crown; or

4. Non-statutory rights in respect of embankments or sea walls; or

Yes No

5. Rights to payment in lieu of tithe. If so please provide full details.

Yes No

Yes No

Please also include (if applicable) with this document all documents relating to:

- FENSA window certificates and paperwork for windows installed after 1 April 2002;
- Private estate or private road fees and full information
- Wall or loft Insulation paperwork;
- Gas safe certificates;
- Electrical work certificates;
- Woodworm treatments and guarantees;
- Damp-proof treatments and guarantees;
- Any building insurance claims and information;
- Shared driveway or private road contributions;
- Warranties, guarantees or receipts for any fixtures fittings or works done on the property, including kitchens and bathrooms;
- Details on any extra land included;
- Details on works done if a Listed building;
- Boiler or heating documents or servicing records;
- Solar panel / battery documents with proof of ownership and feed-in tariffs;
- Info on extensions and conservatories with planning and building regulation info or council documents to say not needed, and as much info as possible;
- Conservatory information – all paperwork from installers
- Non-mains drainage and Septic tank documents including servicing;
- NHBC or new build paperwork if under 10 years old;
- Burglar alarm documents and service history;
- Swimming pool and heating apparatus service history;
- If Leasehold: (a) Any recent correspondence and invoices from the managing agents. (b) Share certificate in the management company. (c) Any consents from the Freeholder to matters such as the installation of double glazing which may well be required under the terms of the Lease.

Cooper Adams will happily pick up this form and all paperwork from you to scan and upload to the Buyer Information Pack. Any information missing will delay the property sale.

Whilst the replies given to the questions on this form and any other replies given in writing to any enquiry raised during the transaction are given in good faith it is not to be implied that the seller or the seller's conveyancer has carried out an investigation or made enquiry before giving any such reply and the buyers shall by virtue of their proceeding not seek to claim reliance based upon such implied investigation or enquiry and will be deemed to have checked any replies by their own inspection, professional survey or other experts report, searches and enquiries of appropriate authorities that should be carried out or arranged by a prudent buyer whether carried out by the buyer or not as no representation or warranty is intended.

Signed.....

Dated.....

Signed.....

Dated.....

Each seller should sign this form.

Conservatories Questionnaire

Please complete this page if the property has a conservatory

In most cases building extensions require planning permission and building regulation approval which are not required for conservatories provided that certain criteria are met. The questions below will help determine whether planning permission and building regulation approval is required for your conservatory.

1.	Is your conservatory on any wall of the property such that it fronts a public highway or footpath?	Yes	No
2.	Is the conservatory only on the ground level of the property?	Yes	No
3.	Is it used solely for domestic purposes?	Yes	No
4.	Is the volume of the conservatory less than 15% of the original volume of the property (10% if the property is a terraced house)?	Yes	No
5.	Is the overall height of the conservatory less than 4 metres?	Yes	No
6.	Is the floor area of the conservatory less than 30 square metres?	Yes	No
7.	Are the roofs and walls of the conservatory glazed with translucent or transparent materials with safety glazing at a low level?	Yes	No
8.	Does the conservatory contain sleeping accommodation?	Yes	No
9.	Is the conservatory permanently separated from the rest of the property by means of a door?	Yes	NO
10.	Is the conservatory permanently heated?	Yes	No
11.	Does the conservatory contain any drainage facilities e.g. for a sink or washing machine?	Yes	No

Private Drainage Questionnaire

Please complete this section if the property has a private (non-mains) drainage

1. PRELIMINARY Is foul drainage to a cesspool, septic tank, or other. If other, please specify.	
2. Please mark on a plan the location of the installation.	
3. Please state which properties drain to the installation.	
4. a) What provisions are there for sharing the cost of maintaining, repairing and cleansing the installation? b) If not already provided please supply copies of any relevant documents.	
5. CESSPOOL a) What arrangements are there for emptying the cesspool?	
b) At what frequency is it necessary to empty the cesspool?	
c) What is the charge payable by the seller for emptying the cesspool on each occasion.	

<p>6. SEPTIC TANKS Is there a maintenance/service agreement?</p>	
<p>7. When was the tank last cleaned / serviced</p>	
<p>8. By what method is the final effluent disposed of.</p>	
<p>9. Is the final discharge of effluent from the septic tank into controlled waters as defined by the Water Resources Act 1991?</p>	
<p>10. If so, has a licence been granted by the National Rivers Authority.</p>	
<p>11. Has any notice been given or prohibition issued in respect of any discharge under Section 86 of the Water Resources Act 1991.</p>	
<p>12. Where does the final disposal of the effluent take place? Are there any pipes, drains, soakaways or other parts of the installation which extend outside the boundaries of the land on which the installation is situated? Please supply details of any relevant easement.</p>	
<p>13. GENERAL Please forward a copy of any planning permission or building regulation approval relating to the installation.</p>	

<p>14. Is the installation in proper working order?</p>	
<p>15. Has the seller experienced any difficulty with regard to the operation of the installation? If so, please give full details.</p>	
<p>16. Have any notices been received by any local or public authority relating to the installation? Has there been any correspondence with them? If so please supply copies.</p>	
<p>17. Have any complaints been received from people sharing the use of the installation.</p>	
<p>18. So far as the seller is aware, is the installation watertight so that there is neither ingress of ground water nor egress of sewage to the ground.</p>	