

**West Riding Registry of Deeds User Charter for Legal Clients**

Legal clients can expect the following standards of service from West Yorkshire Archive Service: Wakefield.

The West Riding Registry of Deeds consists of 13,000 volumes of registered memorials and copies of land transactions that took place within the county of the West Riding of Yorkshire between 1704 and September 1970.

The West Yorkshire Archive Service has the task of preserving this unique record of property transactions whilst also providing copies of deeds for legal purposes.

1. Deeds Copy Order Forms will be logged and receipted on the day of arrival.
2. Payment must be made in advance of work commencing on searches and copying.
3. The search for a deed will be made within five working days from receipt of order. Copies of deeds located will be despatched within a maximum of five working days from receipt of order.
4. When a search is undertaken and no reference is found to the relevant document the copying fee will be refunded, but search fees will not be refunded.
5. The copy deed will specify clearly the nature of the copy (i.e. Office or Certified). Where an Office Copy has been requested the plans registered will be supplied in black and white. Where a Certified Copy has been requested any plans registered will be supplied in colour and the copy will be certified by two members of staff as an accurate copy.
6. Deeds will be despatched via the DX system if the firm is a member of that system and supplies a DX address.

## West Riding Registry of Deeds Legal copies and Searches.

Please complete this form in block capitals.

### Your details

Name .....

Address .....

.....

Postcode ..... Daytime telephone .....

E-mail .....

DX ..... Contact name .....

Your reference .....

### If you have the registration details please complete the following:

A copy fee will be payable per deed.

Name of parties (buyer/seller)	Year	Volume	Page	Number

**If you do not have the registration details please complete the following:**

Both a search fee and copy fee will be payable per deed. If, however, we are unable to locate a deed a refund of the copy fee will be made, we are unable to refund the search fee as this pays for a member of staff to search the collection.

**Details of deed**

Names of parties (buyer/seller)	Date of deed/ document	Address of property

**Any additional information**

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**Deed copy**

Type of copy required:

Office Copy

Any plan registered will be supplied in black and white

Certified Copy (checked by two members of staff)

Any plan registered will be supplied in colour

**Copyright**

Please note, deeds remain in copyright and a copy cannot be supplied to another person without our permission.

## Data protection

West Yorkshire Archive Service collects your personal information in order to process your request and to compile anonymous statistical information about the use of our collections. We do not pass your details to any other organisation, although we may send you information about our own products and services which may be of interest to you. Please tick here if you do not wish to receive such information.

Please sign and date

Signature..... Date.....

## West Riding Registry of Deeds Charges for Legal Use

**Deed Search** **£60.00**

*A search fee per deed is charged if no registration details are given.*

*(Registration details are year, volume number, page number and deed number)*

**Deed Office Copy** **£46.00**

*Any plans registered will be supplied in black and white.*

**Deed Certified Copy** **£68.00**

*Any plans registered will be supplied in colour. The copy will be certified as an accurate copy.*

Charges inclusive of VAT (Reg. no. 171 3131 04)

To order a search for, or a copy of, a deed, please complete this form and send along with payment to the address below. Cheques/postal orders should be made payable to Wakefield Metropolitan District Council.

Overseas payment should be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.

We can accept credit/debit card payments either in person or one of our administrations officers can call you to take payment over the phone using the following cards: MasterCard, Visa, Switch, Maestro/Visa Debit or Solo.

If we are unable to locate the deed requested a refund will be made of the copy fee.

West Yorkshire Archive Service: Wakefield

West Yorkshire History Centre

127 Kirkgate

Wakefield

WF1 1JG

Telephone 0113 535 0142

DX 713273 WAKEFIELD

Website

E-mail

[www.archives.wyjs.org.uk](http://www.archives.wyjs.org.uk)

[wakefield@wyjs.org.uk](mailto:wakefield@wyjs.org.uk)