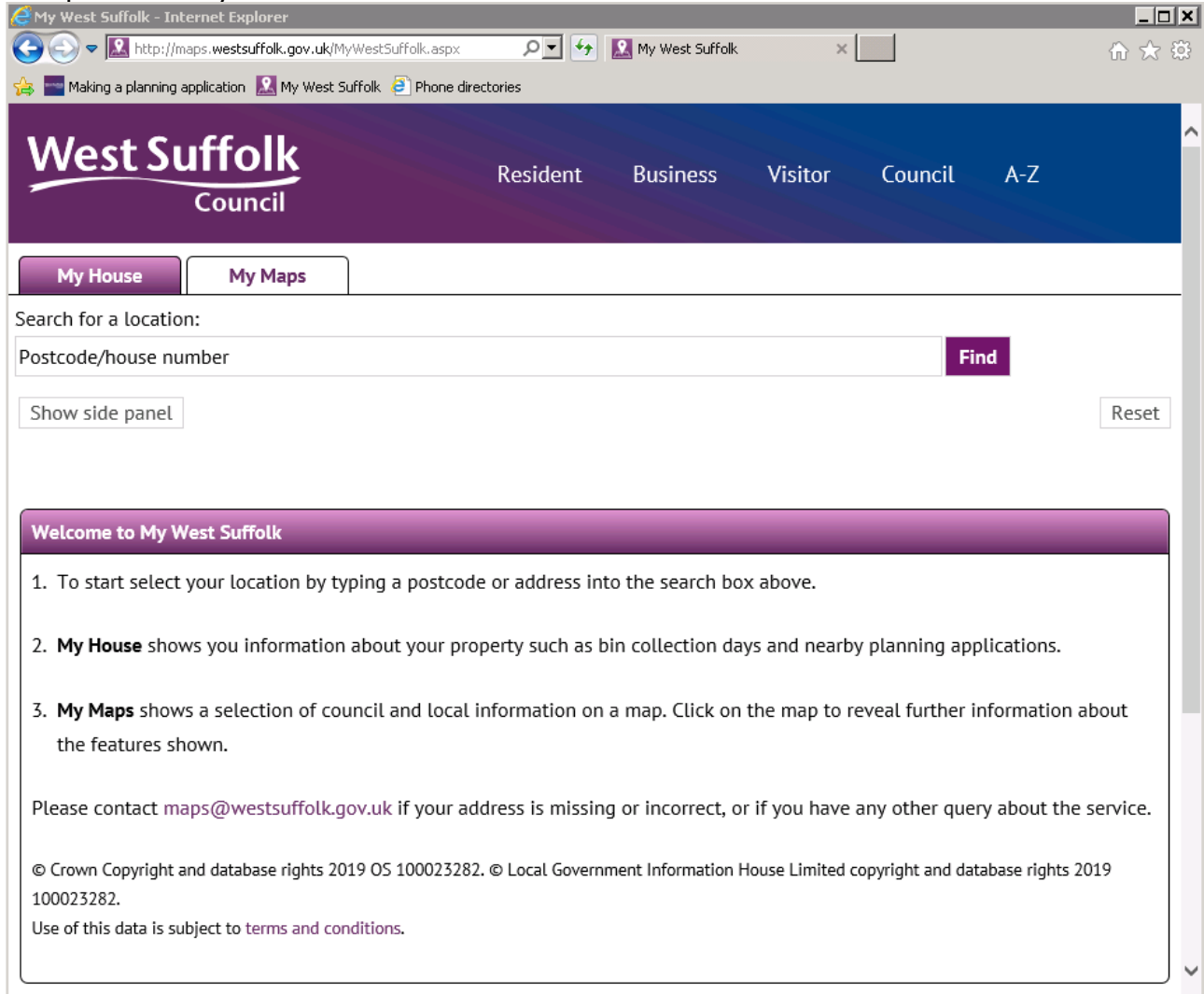


Guidance notes on how to conduct a personal search

1. Open Find my nearest on West Suffolk Council website



The screenshot shows the West Suffolk Council website in Internet Explorer. The browser address bar displays <http://maps.westsuffolk.gov.uk/MyWestSuffolk.aspx>. The website header includes the West Suffolk Council logo and navigation links for Resident, Business, Visitor, Council, and A-Z. Below the header are two tabs: 'My House' and 'My Maps'. A search box labeled 'Search for a location:' contains the placeholder text 'Postcode/house number' and a 'Find' button. A 'Show side panel' button is located below the search box, and a 'Reset' button is on the right. A purple-bordered box contains the following text:

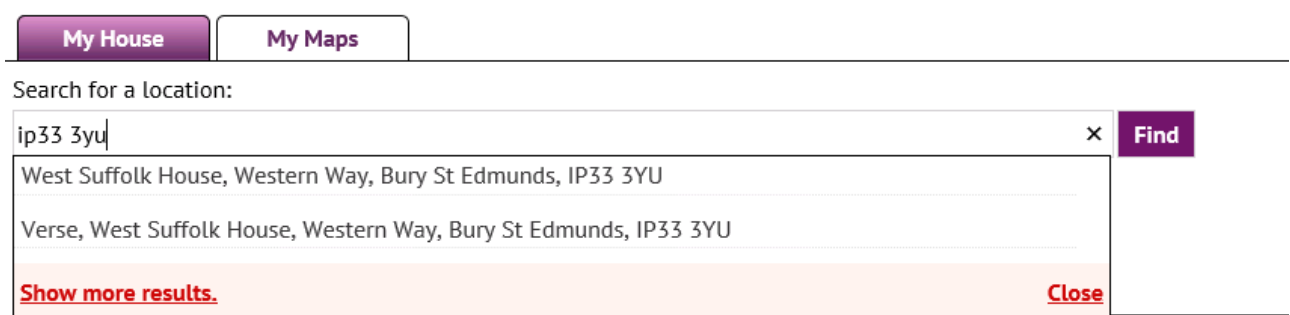
Welcome to My West Suffolk

1. To start select your location by typing a postcode or address into the search box above.
2. **My House** shows you information about your property such as bin collection days and nearby planning applications.
3. **My Maps** shows a selection of council and local information on a map. Click on the map to reveal further information about the features shown.

Please contact maps@westsuffolk.gov.uk if your address is missing or incorrect, or if you have any other query about the service.

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2. Enter address to be searched, either first line or postcode, and select relevant address from the drop down. Please note, if you are performing a search on a parcel of land, it is advisable to find the nearest address and then move the map to the required area.



The screenshot shows the search results dropdown menu. The search box contains 'ip33 3yu'. The dropdown list shows two results:

- West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU
- Verse, West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU

At the bottom of the dropdown, there is a link for [Show more results.](#) and a [Close](#) button.

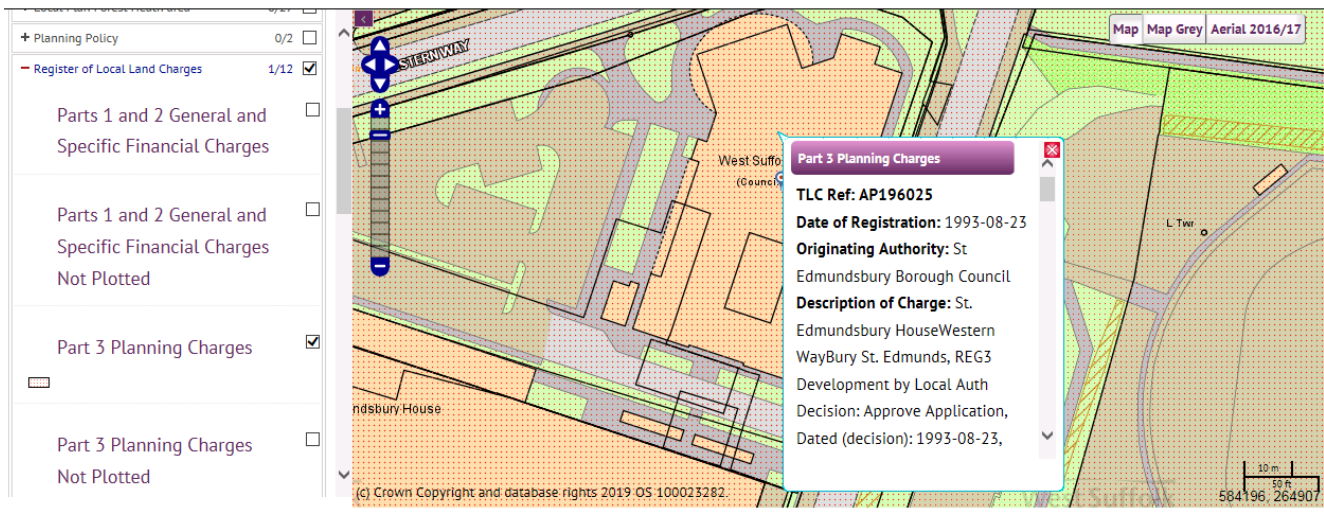
3. Ensure you are viewing the 'My Maps' tab at the top once address is selected.

4. On the side, expand the 'Map Categories'

5. Expand Register of Local Land Charges section and select required categories from the drop down to load:



6. Clicking on the area you wish to search brings up a pop-up which lists the relevant charges:



7. Copy details from the pop up for your search results.