



Our two agreements

Terms of Collaboration (ToC)

What is it?

This is an agreement between HM Land Registry and a local authority (LA) and authorises HMLR to receive data from the LA and begin data assessment activities.

Under the ToC the LA agrees to make its complete dataset of Local Land Charges (LLC) records, including both the textual and spatial elements ("Authority Data") available to HMLR to:

- analyse where authority data is not suitable for migration;
- identify areas needing work prior to migration; and
- identify areas where the data can be enhanced or normalised during migration by applying HMLR business rules.

Annex A: Schedule of Processing, Personal Data and Data Subjects

Collaboration Agreement (CA)

What is it?

This is an agreement (which has been reviewed by LGA and suggested amendments accepted by HMLR) between HM Land Registry and a local authority (LA). The CA authorises the digitalisation of LA data and transfer of responsibility for local land charges from the LA to HMLR.

The CA provides that both parties have agreed to collaborate to complete the activities required to enable HMLR to become the registering authority for LLC in accordance with Schedule 5 to the Infrastructure Act 2015 and Sets out the respective rights and obligations of both parties.

The Collaboration Agreement contains 2 Schedules. Schedule 1 describes the Authority Data to be supplied to HMLR and Schedule 2 sets out the specific process for the transmission of the Authority Data to HMLR.

When is it signed?

The Terms of Collaboration is issued during early engagement with the LA and must be completed before data is shared with HM Land Registry by the local authority.

What follows next?

The LA's complete dataset of Local Land Charges (LLC) records including both the textual and spatial elements ("Authority Data") is shared with HM Land Registry for the purpose of running a digital assessment through the Data Analysis Dashboard (DAD).

The ToC is valid for twelve months (but can be extended).

Benefit to LA?

- The DAD allows early insight into the LAs data and improvement work needed to meet the required standard for inclusion on the digital register.
- Upon completion of the early insight into the data, the LA can progress through Early Engagement and into service migration.

When is it signed?

The Collaboration Agreement is issued during early engagement but must be completed before the local authority formally enters migration delivery. Early sharing of this document with the legal department within your local authority is recommended so that they have time to consider the contents ahead of the requirement and the first milestone (for qualifying for the transition payment) for it to be returned to HM Land Registry.

What follows next?

The LA and HM Land Registry collaboratively work together to undertake a mobilisation meeting and agree a delivery plan.

The CA is valid for two years prior to go live (but can be extended).

Benefit to LA?

- It qualifies the LA for the initial transition payment (provided it is completed within the timescale agreed in the LA's Delivery Plan).
- It permits LA's data to go live on HMLR's register.