

Land Referencing guidance sheet

Frequently-asked questions

What is Land Referencing?

Land Referencing is a key stage in the process to develop any application for a Development Consent Order (DCO). Land Referencing is the process of identifying people and organisations that have a legal interest in:

- property or land that may be required for a proposed development
- or property or land which is not required for the development itself, but is in an area which may be affected by the proposed development

These people are statutory consultees for the purpose of statutory pre-application consultation on DCO proposals. Additionally, the information identified through the Land Referencing process is provided as part of a DCO application in a document called the Book of Reference.

Why is Land Referencing needed?

We have a statutory obligation to identify and consult with people and organisations who have a legal interest in property or land that may be affected by our proposed expansion plans, or whose property or land is not required for the development itself, but is in an area which may be affected by the proposed development.

By having an accurate understanding of those whose property or land may be affected by our plans, we can consult with you on our DCO application

Land Referencing is also the process that ensures that those who are entitled to receive notification of when the DCO application has been accepted for examination by the Planning Inspectorate so that, should you wish, you can participate in the examination process.

We need to carry out the Land Referencing at this stage in the process because the information is required in advance of the statutory consultation on the proposals we are developing , which must happen before the DCO application is submitted.

Why should I provide information?

By providing the information we will be able to contact you to keep you informed of our plans for the proposed expansion of London Luton Airport, including the opportunity to consult with you later this year on our proposals and get your feedback.

Who might have a 'legal interest' in property or land?

If you are an owner, a leaseholder, a tenant or an occupier, you will have a legal interest in the property or land. The definition also includes anyone who holds an option to purchase land or rights over land, for example, private rights of way, rights for pipes, cables and other services, sporting rights, rights to receive payments in respect of land or restrictive covenants. If you are unsure, please let us know.

I have a house or flat. I don't have 'land'. Do you still need information from me?

The term 'land' is used in relation to all properties on an area of land, as well as the land itself. It is important that we carefully identify people and organisations who have a legal interest in houses, flats and any other properties or land that may be affected by our proposed expansion plans, as well as other legal rights such as access rights.

Does this mean that London Luton Airport Ltd will be buying my land or property?

It is important to know that the process of Land Referencing extends beyond locations in which we may be acquiring properties or land, and includes areas that may be affected by the construction or the operation of the expanded airport.

Land Referencing Process

Who will carry out the Land Referencing?

The Land Referencing required for the proposed expansion of London Luton Airport will be coordinated by one of our trusted, professional advisers. WSP UK Limited is part of a major global company and is the UK's largest provider of Land Referencing services in the UK.

WSP is experienced at helping people who have a legal interest in property or land to complete the information required for Land Referencing and also experienced at managing large quantities of land information and data.

I want to understand more about the Land Referencing process. Who should I contact?

You can send an email to LutonAirport@wsp.com or call Freephone 0808 168 9105. If you require more information about the Land Referencing process. Please note that these contact details relate specifically to queries about Land Referencing.

How is Land Referencing carried out?

WSP have prepared a Land Interest Questionnaire with information taken mainly from public sources of information, such as title registration data from HM Land Registry and also from other completed Land Interest Questionnaires.

You are asked to confirm your interest in the property or land in the Land Interest Questionnaire.

We also ask if you are aware of any other legal ownership or interests in the property or land and, if you are able to do so, to provide additional information in respect of such interests.

We ask that you complete and return the questionnaire. These will then be recorded and the team at WSP will be in touch if further clarification is needed.

If we do not hear from you, WSP will be in touch to confirm that you have received the information and to see if you need any help in completing the questionnaire.

What information will you need from me?

When we collect personal information during the Land Referencing process, we may collect the following information about you:

- 1 Name / trading name / company name
- 2 Home address / registered company address
- 3 Email address
- 4 Contact address and telephone number
- 5 Land interest / ownership status and details
- 6 And any additional items of information which you provide to London Luton Airport Ltd as part of the Land Referencing activities.

What happens if I don't return the Land Interest Questionnaire?

If we do not hear from you, we have asked WSP to contact you either by phone or email, to confirm that you have received the information and to see if you need any help in completing the questionnaire. They will be able to answer any questions you have regarding the questionnaire or process.

If needed, where we have been unable to make contact, members of our team at WSP may visit your property or land identified in the questionnaire to ensure we are addressing the correct people or organisation and if you are happy to do so, to assist in the completion of the requested information

In certain limited circumstances, if we cannot confirm the information, we may need to apply to the Planning Inspectorate for a statutory request for information.

Why has WSP contacted me?

If the members of our team at WSP are in contact with you, it usually means we have not been able to confirm whether you have an interest in a property or land that may be affected by our proposed expansion plans, or that we need to clarify information provided by you or another party.

How do I check this is not a scam?

If you have any doubts, please contact the London Luton Airport Ltd team at WSP by emailing LutonAirport@wsp.com or call Freephone 0808 168 9105.

All members of our Land Referencing team at WSP will carry IDs and a letter of authority which you can request to see. The letter confirms that London Luton Airport Ltd has authorised WSP to operate on our behalf and collect this information.

Can I include my opinion on the proposals?

By completing the Land Interest Questionnaire, it does not mean that you agree or disagree with our proposals for expansion of London Luton Airport. We will carry out our statutory consultation on our proposed expansion plans in late 2019 and you will be able to submit your opinions or comments on the proposals as part of that consultation.

Will you pay me for my time to complete these forms?

London Luton Airport Ltd is not able to provide payment to complete the forms.

Land Referencing – your information

Where have you got my information from?

The information has been sourced from public records, such as HM Land Registry or from completed Land Information Questionnaires. If there are errors in this information, it may be because HM Land Registry has not been updated. Please let our team at WSP know if you think any of the information is incorrect, so we can ensure our records are updated.

How will London Luton Airport Ltd use the information it collects about me?

Your information will be used for the purpose of fulfilling our statutory obligations in connection with the expansion project, including to contact you to keep you informed of our plans for the proposed expansion of London Luton Airport, and to engage further with you in connection with developing and progressing those plans.

A limited amount of information will be used by London Luton Airport Ltd to produce statutory documents that are required by law. This includes a Book of Reference, which is submitted as part of the DCO application and will be a publicly available document (see below for details on the Book of Reference).

Who will have access to my information?

London Luton Airport Ltd and trusted third parties will have access to your information for the purposes set out above. Your information will be held by WSP, on London Luton Airport Ltd's behalf, in a secure database. For further information, please see the section on Data Protection below.

Apart from the information published in the Book of Reference, we will keep information received from you within London Luton Airport Ltd and our trusted third parties except where disclosure is required or permitted by law, for example to government bodies and law enforcement agencies.

Will my information be made public?

The record of your interest in the property or land will be published in the Book of Reference. We have a legal duty to make the Book of Reference available for inspection by the public. It is also disclosed to the Planning Inspectorate and they may decide to publish the information. See below for details about what will be published.

What is the Book of Reference?

The Book of Reference is a document required as part of the DCO application which will be submitted to the Planning Inspectorate in line with the Planning Act 2008. The Book of Reference sets out who we understand has a legal interest in land within our project boundary or in a location that may be affected by the proposed expansion of London Luton Airport.

Those listed in the Book of Reference receive a notice advising them that the application has been accepted for review and advising how to make representations in respect of their property or land.

We have a legal duty to make the Book of Reference available for inspection by the

public. It is also disclosed to the Planning Inspectorate and they may decide to publish the information.

The Book of Reference is required by law to include the name and address of the person or company which has an interest in the property and the nature of the interest. The Book of Reference will not include telephone numbers or email addresses of anyone listed.

Examples of Books of Reference and the information included in them are available on the Planning Inspectorate's website at <https://infrastructure.planninginspectorate.gov.uk/> in relation to submitted DCO applications.

How long will London Luton Airport Ltd keep my information?

Except where legally required to hold for a different period, your information will be retained in line with London Luton Airport Ltd's privacy policy. The Book of Reference will remain available for public inspection but it will not be updated once the planning review (known as the Examination) of London Luton Airport Ltd's application for a DCO has closed.

Data protection

For further information about London Luton Airport Ltd's use of your personal data, and the rights which you have, please visit <https://www.llal.org.uk/privacy.html>

You can also contact the London Luton Airport Ltd office by post at: London Luton Airport Ltd, Hart House Business Centre, Kimpton Road, Luton LU2 0LA. Please contact us if you require a printed copy of our online privacy policy.

For more information

There is more information about the expansion proposals, the planning process and how we plan to manage the impacts on our dedicated website www.futureluton.llal.org.uk

You can also contact the LLAL office by telephone or by email: 07768 976992 / futureluton@llal.org.uk