

<b>Report on</b>	On-Line Property Certificate Applications
<b>Reporting Officer</b>	William Wilkinson
<b>Contact Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform Members of the introduction of the on-line property certificate application portal for Mid-Ulster District Council.
<b>2.0</b>	<b>Background</b>
2.1	<p>Currently, there are approximately 2000 applications submitted predominantly by solicitors to the Building Control Service within Mid-Ulster District Council for property certificates each year.</p> <p>Applications for property certificates are received by the Building Control Department in paper form. All relevant application details must be loaded onto the Tascomi system prior to officers completing the property certificate for return to the solicitor. The internal turnaround time for a property certificate application is 10 days, however when postage time is added from and to solicitors, the timeline could be in excess of 20 days from date of leaving a solicitors office to the date of return .</p>
<b>3.0</b>	<b>Main Report</b>
3.1	<p>Due to the process which is currently adopted, the opportunity was identified to provide an online facility for the application of property certificates.</p> <p>An online application facility is paperless and reduces the time lapse considerably from date of application to date of returned completed property certificate.</p> <p>Building Control Officers from Mid-Ulster District Council have liaised closely with Tascomi to develop an online application facility for property certificates and have also actively piloted the facility with a local solicitor.</p> <p>It has become apparent that there are considerable time savings as online applications will be returned to the applicant within 10 days thus omitting the time lapse caused by postage. There are further benefits within office administration as there is no longer a paper trail required as the entire on-line process is completed electronically.</p> <p>Following the successful testing of the online application facility for property certificates, all solicitors who submit property certificate applications to Mid-Ulster District Council were invited to information sessions on 19<sup>th</sup> October 2017 in the Dungannon, Cookstown and Magherafelt Offices where a demonstration of the on-line process was given.</p>

	The information sessions were very well attended with over 50 representatives from local solicitors in attendance. See attached (Appendix 1), copy of presentation given to all solicitors and their administration staff who attended the information sessions.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b><u>Financial &amp; Human Resources Implications</u></b>  Financial: Within current Resources  Human: Within current Resources
<b>4.2</b>	<b><u>Equality and Good Relations Implications</u></b>  None
<b>4.3</b>	<b><u>Risk Management Implications</u></b>  None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	It is recommended that Members note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Copy of presentation given for on-line applications for property certificates.