

Government Property Unit

The Register of Surplus Public Sector Land

User Guide

UNCLASSIFIED

Contents Page

SECT	ION 1 - BACKGROUND5
1.1	The Register of Surplus Public Sector Land5
1.2	Access
SECT	TON 2 – MY E-PIMS7
2.1	My e-PIMS Overview7
2.2	Settings – By Register7
SECT	ION 3 – SEARCHING THE REGISTER9
3.1	Search Facilities9
3.2	Search – By Register9
3.3	Search Criteria 10
3.4	Search Type 13
3.5	Search Results 14
SECT	ION 4 – ADDING A NEW RECORD TO THE REGISTER
4.1	The New Process
4.2	Creating an e-PIMS Record 16
4.3	Adding an e-PIMS Record to the Register 17
4.4	The Register Process
4.5	Email Notification 26
SECT	ION 5 – VIEWING, AMENDING AND DELETING RECORDS
5.1	Viewing Records 27
5.2	Amending Records 32
5.3	Deleting Records 33
5.4	Change History 34
SECT	ION 6 – MIGRATED RECORDS
6.1	Migration Process
6.2	Assistance

SECT	ION 7 – OTHER INFORMATION	36
7.1	Register - Position Report	36
7.2	Register Report	37
7.3	Email Notifications	37
7.4	Frequently Asked Questions	38
SECT	ION 8 – BENEFITS FOR USERS	39
8.1	All Information in One Place	39
8.2	Viewing e-PIMS Property Records	39
APPE	NDIX 1 - AUTOMATED EMAIL NOTIFICATIONS	41
APPE	NDIX 2 - ALL NEW RECORDS NOTIFICATION	42
APPE	NDIX 3 - FAQS	43

Change History

Version	Author	Date	Purpose
1.0	Adam Flanigan	04 th May 2005	First Edition
1.1	Chris Statham	4 th October 2005	Updated to reflect release dated 30 th Sept covering mapping enhancements
1.2	D. McClare	12 th March 2009	Updated to reflect new screens and EP name change to HCA.
1.3	Kirk Howe	20 th April 2011	Updated to reflect the integration of the Register into e-PIMS
1.4	D McClare	29 th July 2013	Updated to reflect policy and operational changes
1.5	D McClare	29 th September 2015	Updated Background Information and screen shots

SECTION 1 - Background

1.1 The Register of Surplus Public Sector Land

The Government Property Unit (GPU), which is part of the Cabinet Office, maintains The Register of Surplus Public Sector Land (The Register) on behalf of HM Government in collaboration with other government departments, their sponsored bodies and other public sector organisations.

The Register provides a single reference point for all participating public sector organisations on the available supply of surplus land across Central Government.

The capability exists for e-PIMS users from any public sector organisation to add their records to the Register, however the mandation to use the Register only applies to freehold and leasehold properties with more than 99 years extant that are part of the Central Government estate.

The 2015 Spending Review announcement identified that the Government needs to do more to release public assets into more productive economic use. Part of the plans included an ambitious new process for land disposals from 2015-16, with a target for Central Government and associated bodies to deliver at least £5 billion of land and property sales between 2015 and 2020, to support growth and drive efficiency. A Strategic Land and Property Review is being managed by Government Property Unit with input from DCLG and Homes and Communities Agency (HCA) to progress this process. The review will support and challenge departments in identifying where further public sector land can be declared surplus and sold to support economic growth. This and other policies, such as housing. Ministerial oversight of this programme sit within PEX(ER) Cabinet Committee.

A wide cross-section of government bodies add information to the Register, including the Ministry of Defence, Department of Health, Highways England and Coal Authority. Once the disposing body has provided details of the site for inclusion on the Register, there is a 40 working day window for public sector agencies and departments to identify new uses for this land. If the sites can be used beneficially elsewhere in the public sector, they may be transferred at market value and then be brought back into beneficial use. After the 40 working day window has expired, the disposing body can advertise the site on the open market.

It should be noted that the 40 working day window has been extended to allow an additional ten working days for sites to be assessed for their potential for the Free Schools programme by the Department for Education (DfE). This is in line with the recommendation agreed at the October 2012 meeting of PEX(ER) Cabinet Committee. The extension does not apply to other users of the Register.

Any queries regarding registration and time limitations should be addressed to the e-PIMS Service Delivery Team via 07795 665526 or 077699 17884 or ePIMSservicedelivery@cabinetoffice.gov.uk.

One of the main groups of bodies that adds sites to the Register is NHS organisations. By a Direction dated 23 July 2007 (Gateway Ref: 8544), NHS trusts and the former PCTs were required to place surplus property on the Register. Subsequently NHS foundation trusts had it confirmed that the requirement also applied to them (based on a DAO letter issued by HM Treasury on 8 October 2008). Further guidance was issued in 2013 in a letter (Gateway Approval Ref: 18839) which provides details of how each NHS organisation can add sites to the Register.

GPU has agreed to assist Trusts in this regard to minimise the resource burden.

Since 2011 the Register of Surplus Public Sector Land has been integrated into the core e-PIMS database. This integration makes it easier to search for and identify all types of public sector land and property, including any declared surplus. It also makes adding existing e-PIMS records to the Register easier.

1.2 Access

The Register is available at:

https://www.ePIMS.ogc.gov.uk

In order to gain access to the Register, users must be registered as e-PIMS users.

SECTION 2 – My e-PIMS

2.1 My e-PIMS Overview

Section 11 of the accompanying e-PIMS User Manual provides full details about 'My e-PIMS', which holds information about your account activity and allows you to customise your settings. It can be accessed via the left hand navigation menu in e-PIMS. Dependent on your user rights, 'My e-PIMS' consists of seven areas:

- Holdings: displays Holdings associated with your user account;
- <u>Settings</u>: customises the search, display, task and default options;
- <u>Staging Area</u>: displays Property, Holdings, Buildings and Occupations held as Staging Records;
- <u>SLA Validation</u>: summarises any data errors relating to the e-PIMS Service Level Agreement;
- <u>Data Validation</u>: summarises any data errors;
- <u>Saved Reports</u>: provides a shortcut to your saved reports in e-PIMS reporting; and
- <u>Register Position</u>; provides key metrics about the Register of Surplus Public Sector Land.

2.2 Settings – By Register

Under the Settings area, you can customise the Default Search Type under 'Search Options' to show only those records that are 'On the Register', i.e. within or outside the 40 Working Day Window.

To do this, you should select **By Register** from the drop-down filter and save that setting by clicking on the **Save** button in the top right hand corner of the screen, as shown below.

e-PIMS	The and the set of the
OGC	My e-PIMS Settings Update the output before to take the e-PDIS Werfails to your reads.
Search New	Search Optiona
Administration	The search results page an diapter all divisor search results in and lot or spit the results into exception pages. To voice your results in multiple pages lock the loss below. You may then enter the multiple in control and page will contain. Uncluding all results in our Page.
Reporting	Page Results Records per Page
Tools Hy e-PDH5	The search gape can display the number of matches that your seriesh will return as you enter your filters. To anothe the feature tick the box below,
Profip	If required you can filter your earth results based on Sastor. For exemple, Central Civil Estate, find Estates or Local Authorities. To enable the feature tok the box below. Exable Sector Filter
	Default Search Typer (Ex robing W) Se Property At Property Second Lifteners and the second
land in	Township was \$ 2000.

After selecting and saving the **By Register** filter, you will only be able to view records that are 'On the Register', i.e. within or outside the 40 / 50 Working

Day Window. Such records will always be set as 'Non-Core – Surplus' in terms of the Core/Non-Core status of that record.

If you are primarily a user who will be mainly using e-PIMS to add records to the Register, then we recommend that you <u>do not</u> change your Default Search Type to **By Register** as it needs to be set to **By Holding**. You can still search by different types without changing the Default Search Type. This is covered in Section 3.

Sections 3 & 4 of the accompanying e-PIMS User Manual provides full details about the data structure within e-PIMS.

SECTION 3 – Searching the Register

3.1 Search Facilities

All search facilities in e-PIMS, including the Register, are accessed via the left hand navigation. Clicking **Search** will expand the menu displaying all the available search facilities.

e-PIM5	Nor Regarding Marchine Gall Yord Variance S.2.2.3
tame Scarch Progety Doesards (Md) Doesards (Md) Doesards (Md) Events Conding Company Lindlind Schemen S Schemen S Vecent Ravie Vecent R	e-PIMS: Electronic Property Information Mapping Service Latest Developmenta The original has non-moved by the Dept. for Business, Innovation and Skille (MII). As such it will no longer be spinnerise to use the OGC Service Dess, which is part of the Calceber Office. Therefore The Dept. for Business, or encoded and the self of Service Dess, direct at: Remarks and a second Tel. (112:202) 3518 / 3915 (Please be avere that these contract datale may change further as the team is consolidated into 815.) Click here to us to the Search acrees.

3.2 Search – By Register

In order to search for records that are 'On the Register', i.e. within or outside the 40/50 Working Day Window, it is necessary to carry out a **Property Search**. It should be noted that in e-PIMS language, the term property is used to mean both land and/or buildings.

A **Property Search** can be carried out using one or a combination of the filters under any of the following:

- The basic search filters;
- The advanced search filters; and
- The Register search filters.

The default search screen in e-PIMS is shown below.

OGC	e-PIMS Search Please select from the	e orteria belon. Cick or attitural	taba isi add awlandail crìs	eria la pour latarith.	HEL			
Scarch	Sectors	Select Al Civil Exterior Civil Exterior Civil Exterior Civil Exterior Civil Exterior Civil Exterior Civil Ci	Year	Financial Year 2011-13	ALC: NO	1 C		
Administration	Departments	(takes at		Colored and	~ 25			
in parting		Attorney General's Office (LCC COS Test Department	2					
oofe	120000000000000000000000000000000000000	COS Test Depertments	, Li		-			
ty e-PDHS.	Property Centres	Select AS ABEADEEN CITY			12			
net p		ABERDEEN CITY COUNCIL ABERDEENSHIRE			12 Reset	bearch.		
	Basic Search +							
	Property Name		Postcode					
	Read		e-PDMS Property Ref.	6				
	Yown/City		Department Ref.					
	Advanced Sean	ch fillers #						
	E Register filter							
	and the second sec							
	Add a Hap Filter =							

When the Register was integrated into e-PIMS, a set of additional filters were added that apply to current Register records. These **Register Filters** allow users to search using most of the same criteria that existed previously – see below.

🚖 🐼 🎽 e-PDG.Net		B			💁 + 🖸 - 🖶 + 🖓 Page + 🔀 - 🔏 🗋 🗷 🍍
Search New	Sectors	Select All Central Civil Estate Crown Estate Education	Year Search	Financial Year 2011-12 ¥	Citer & Action
Administration Reporting	Departments	Select All Attorney General's Office (LOD) COS Test Department CDS Test Department1			200
Tools My e-PIMS Help	Property Centres	Select Al ABRADEEN CITY ABRADEEN CITY COUNCIL ABRADEENSHORE			Reset Search
	Basic Search +				
	Property Name Road		e-PIMS Property Ref.		
	Town/City		Department Ref.		
	Advanced Search	Filters T			
	Legacy Land ID		Status Classification	Please Select	
	Available Between Local Authority	Alerdale Ahwick = Alyn Dee Amber Valley Angus =	Expiry Status Proposed Use	Please Select Please Select S	
	Add a Hap Filter	•			
	Exact matches Only	Results on a Map Record State	Current Historic	nt w Future Reset Search	

3.3 Search Criteria

To search for a Register record, search criteria must be entered in at least one of the search fields or by selecting or defining a specific location using the 'Add a Map Filter'. All search fields are non-case sensitive; this is a common feature on all search fields throughout e-PIMS.

Section 13 of the accompanying e-PIMS User Manual provides details about the basic property and advanced search capabilities. It also provides details about how to 'Add a Map Filter'. This will enable you to select the search geography from a selection of pre-built filters or to define one yourself.

It should be noted that the **Advanced Search** capabilities have been enhanced recently. This means that it is also now possible to carry out a search by the Core/Non-Core Status of a record. This allows users to search for all records, including Register records, by their status.

All current Register records will have their Core/Non-Core status set to 'Non-Core – Surplus'. Records that have been 'On the Register' but that have since had their Core/Non-Core status set to anything other than 'Non-Core – Surplus' will not show as being 'On the Register'.

There is the ability to display the search results either in a textual format or on a map. To do this, you need to place a tick in the 'Results on a Map' checkbox at the bottom of the e-PIMS search screen as shown below.

lome	e-PIMS Search								
earch	Please select from the	rriteria halow. Click on additional tahs to addi extended rriteria to your search.							
ew		19							
dministration	Sectors	Northern Ireland Year Financial Year 2015-16							
eporting		Sottish Government Third/Voluntary Sector V Search By Holding V for Mapping							
ools	Departments								
ly e-PIMS		Cabinet Office (LOD)							
telp	Pronarty Cantras								
Susiness Intelligence	rioperty centes	Jeeece All Souther							
	Basic Search 🔺								
	Property Name	Postcode(s)							
	Road	e-PIMS Property Ref.							
	Town/City 😈	Department Ref.							
	Advanced Search	i Fikers ▼							
	Register Filters *								
	Add a Map Filter	A							
	Choose existing Sea	rch Boundary View, Create and maintain your own personal Search Location Library							
	Select a Category an	d then Search location from the library below 🥡							
	Search Category	English Regions							
	Search Locations	Please Select							
	Exact matches Only	Results on a Map Legend Department							

The search results will be displayed on the map rather than as a textual list. Labels will not be displayed until a scale of less than 1:5,000,000 has been reached. Polygons are displayed from a scale of less than 1:15,000. Seed points and polygons are colour coded to represent "the parcel of interest", "40/50 working days expired" and within "40/50 working days".

By default, any Register search will be carried out of only current Register records. If a user wishes to undertake a search to include records that were previously 'On the Register', then this will need to be done by carrying out a **By Holding** search. Further details of how to do this are included in Section 3.5.

The remainder of this section outlines the search capabilities under the **Register Filters**. All of the searches will be carried out of current records if undertaken using a **By Register** search.

Legacy Land ID

For those records that were previously recorded on the Register before integration and have been migrated into e-PIMS, it is possible to search by what was the Land ID in the Register before integration. This is termed the 'Legacy Land ID' in the Register search filters.

Available Between

Allows the user to search for records added before, on or after a specific date.

Status

Select either 'Within 40 Working Days' or '40 Working Days Expired'.

Classification

Select either 'Greenfield', 'Brownfield' or 'Not Known'.

Greenfield is land that is undeveloped and/ or unused apart from for agricultural purposes.

Brownfield is land that has been (partly) developed.

Expiry Status

Select either 'Not on the Market', 'On the Market', 'Under Offer, 'Sold' or 'No Longer Surplus'.

You can multi-select fields under this search filter.

'Not on the Market' is where the site is not available on the open market. This includes records that are Within 40/50 Working Days as well as ones where the 40/50 Day Window has expired.

'On the Market' is where the site is available on the open market after the 40 Day Window has expired.

'Under Offer' is where an offer has been made for the land, but the land has not been sold.

'Sold' is used where the site is no longer surplus as it has been sold. In such circumstances, the site will be removed from the Register and will have become an historic record that is only available under a 'By Holding' search.

'No Longer Surplus' is where the original owner has retained the site. In such circumstances, the Core/Non-Core field will have been changed from 'Non-Core – Surplus'. In such circumstances, the site will be removed from the Register but will remain a current e-PIMS record that is available under a 'By Holding' search.

Proposed Use

Select either 'Employment', 'Housing', 'Mixed with Housing', 'Mixed without Housing', 'Open Space', 'Other' or 'None'.

You can multi-select fields under this search filter.

'Employment' is where the site will be used for offices and/ or industry.

'Housing' is where the site will be used for new housing.

'Mixed with Housing' is where the site will be used for a mixture of housing and other uses.

'Mixed without Housing' is where the site will be used for a mixture of uses besides housing.

'Open Space' is where the site will be used for formal or informal open space.

'Other' is where the site will be used for a purpose different to those listed.

'None' is where it has not yet been decided what the site is to be used for.

3.4 Search Type

It is possible to carry out a search **By Register** or **By Holding**. It is possible to do either by two methods.

As outlined in Section 2.2, it is possible to set the Default Search Type to either. If you do this, then it is possible to override the default search filter using the Search drop-down filter on the **Property Search** as shown below.

It should be noted that there are other search options under the drop-down filter, including 'All Property', about which more information is provided in Section 7.

So, for example, if you have your Default Search Type set to **By Holding** then you can do a Register search by changing the Search drop-down filter to **By Register**.

After doing each search, we recommend that you use the Reset button to clear the previous search. In the above example, if you had carried out a **By Register** search by changing the drop-down filter and then clicked on the Reset button, then the Search drop-down filter would 'refresh' as **By Holding** as that is the Default Search Type.

If you want to do a search for all sites that have ever been on The Register, then you need to do a **By Holding** search and multi-select all options under the Expiry Status field in **Register Filters**. You will need to also set the search to cover both current and historic records.

					Click here to log out Vou are logged in as KH_OGC
electronic Property Information	rM on Mapping Service GSI Test Ve	ersion 5.11.6			
\mathbf{C}	e-PIMS Search				
	Please select from the	criteria below. Click on additional t	abs to add extended crite	ria to your search.	· · ·
Home					ALL AND
Search	Sectors	Select All Central Civil Estate	Year	Financial Year 2011-12 💌	A.
lew		NHS Bodies Local Government	Search	By Holding 💌	Click Hour
dministration	Departments	Select All		By Property By Holding	516
teporting	1	Attorney General's Office (LOD) Cabinet Office	=	All Property By Register	
ools		Central Office of Information			
ly e-PIMS	Property Centres	Select All ABERDEEN CITY			
lelp		ABERDEENSHIRE			Reset Search
	📕 Basic Search 🔺				
	Property Name		Postcode		
	Road		e-PIMS Property Ref.		
	Town/City		Department Ref.		
	Advanced Search	n Filters 🔻			
	Register Filters	▼			
	Add a Map Filter	•			
	Exact matches Only	Results on a Map	Legend Departme	ent 💌	
		Record State	Current Historic	Future Reset Search	th
© 2011. All information i epimsservicedelivery@oo	s subject to change. e- PIMS G ac.gsi.gov.uk	iovernment Departmental Access to the	Civil Estate Core Property D	atabase. Unauthorised access to th	is computer is a criminal offence under the Computer Misuse Act 1990.

3.5 Search Results

Dependent on whether you undertake a search **By Register** or **By Holding**, the search results screen will display different fields as they have been tailored to show the most relevant results.

After completing a **By Register** search, the user will be taken to the Register summary screen displaying all the results matching the search criteria, as shown below. The results will display summary information about the Register records returned by the search criteria.

e-PIMS	ne me Mangang Barnine (211 T	ool Verynee 3, 51, 5				-		1	1	-
OGC Internet Security	Register Sun Below and the fail 14 mouth found. Results and some Beturn to Source	nmary ulta st year search. I on the Property Name column shi	in Ascendi	ng indet.		Property Summery	Origh Level	Report of View	Repor	
Administration										
Reporting	ten statist	Property.	Type	·	Prest Presents	Department /Property Contra	Core/Bon	Status 0 04	• • •	
Tools	1 Yang 2312	11 ABDIGOON AGAD LUTON	Land Only	uutute.	scooose	DET - HIDWINE'S ADDICH	Navi Care / Rolphan	method 42 0.0	10.74	
Hy e-PSHS	C 1000 1012	18 LONGFIELD DKINE LUTON	Land Orts	LUTDR	10000048	DPT - HEDWEAVS ADDICT	Bury Care - Burghus	soften 42 a.s.	en 11	-
nete	C 2000 921340	100 TUNGETONE ====	Land &	HARACT HARBORIDUGH	aug g	CUS - HONES AND COMMUNITIES ADDICY	Ron-Carle 1 Burghus	matters 40 0.0	10.75	•
	E 1000 421347	483 HARLESTONE ROAD	Land Only	BORTHANSTON	010234	CO - FEMANCIAL AND RETWICE MANAGEMENT	Non-Care i Burghus	metrics 42, 0.0	12.7	•
	U Man Anda	ADDISHORD ROAD LONDON	Land Only	LONDON	11400100208	CLO - HOHER AND COMMUNITIES ADDICY	Rot-Care I Burphus	merking date 2.8	10. Y \$	
	1 1000-021100	HARRINGS HOUSE	Land Dely	84.81719.000	STEVE ROOMEY BURF LAND TESTILL	DEPRA - ENVERONMENT AGENCY ANDLON	Aur-Care - Burphis	sectors days (1.0	10. 7. 6	
	L 1000 421310	HARBOUDER HOULE	Land Driv	BABNTWOOD	BITEVE ROOMEY BURP LAND TESTICS	DEPAA - ENGINEENT ADENCY ANDLIAN	Surplus	manual days	10. Y F	1
	D 1080-4791	ALOTIDIS AT COOK BECK ABERFORD LEEDE	Land Driv	12010	80001234	DPT - HERVENYS AGENCY	Rom-Gara 1 Rombus	mitten 45 0.0	en 79 \$	-
	1 Mag 1421	STTE OF FORMER BOCIAL CUR. BARAGET AND AMENITY LAND ON HOUS	Land Only		had bet	HOU - NOME CUETODIAL PROPERTY	Num-Care I Burphys	million 42 methods days 2.0	40 Y F	•
	1 Mag #21542	SPARE LAND ADJOINTING LEEDH OUTER RING KOAD	Land Only	1480.0	1000	NAME - LARGE PROMANY CARE TRUET	Ron-Care v Durphus	matting date \$1.3	10.78	-
		such as a such to a solution of an experimental				BILL - BULL OTH HEREY BULLINGS	Barris Course 1	and strain of the local st		

If you search **By Holding**, after completing a search, the user will be taken to the Holding summary screen displaying all the results matching the search criteria, as shown below. The results will display summary information about

each of the e-PIMS holding records based on the search criteria. Where the record has been added to the Register, it will be shown with a 'Y' in the column headed with an 'i' where the 'hover/flyout' is headed 'Is the Holding on the Register of Surplus Land Y/N?'. Those with an 'N' in this column are not 'On the Register'.

e-PIMS	tee an Rapping Service (51) 1	and Version 2.11.7					Cothesting of the	1		1
OGC	Holding Sum Nelse are the re- 14 results found freeds are parts	imary subs of your search.	column in According or	chani .						
Search	Return to Sea	rsh.		Holding	Summary Report (Own	ed Holdings)			liew Re	port.
Administration										
Reporting		-	and and a	Trees Con		Sand Property	Constructed / Property Contra	***	4/100 B	Ŧ
Youts	E Yourthis	LL AMINGOON ADAD	11 ABINGCOR ROAD	Lane Dev	Liftee	00000089	DPT - HEDRERY'S ADDACY	C 1 20	Con r	- 60
Ny e-PINS	2 X82 1313	SE LONIFIELD DATE	LE LORIFIELE DEDIT	Lana Dely	117124	00000088	DAL + HOWERLE HORNCH	< 1 m	-Cire -	
tiedp	E 100 421340	STO TUNDETCHE WAY	100 Tungstone Way	Land h Buildings	MARKET MARKED	1483	CLO - HOHER AND COMMUNITIES ADDRCY	C 2 141	-Care -	
	E Mar Star	482 HARLESTON LOAD	402 Heriestone Road	Lang Driv	BORTHANITON	1012284	CO - FOMANCON, AND ESTATE MANAGEMENT	1 2 Not	r-Core -	- 69
	E Xay +418	ADERIADER EDAD LONDON	ADEMACRE ROAD	Land Only	LONDON	U40010010	CLO - HORES AND COMMUNITIES ADDRCY	C. J. Sar	-Core -	
	2 100 CLAR	AVARETAGEA HOUSE	04	Land Delp	BARNTHOOD	STEVE ROOMEY SURP UMD TESTOL	DEPKA - ENVERDMENT ADDREY AMOLDAN	< 2 \$100 \$100	Con -	- 10
	Diam Citra	AMERICAN HOUSE	CNE	Land Drify	8484719-000	STEVE BOONEY BURD LINE TRETCI	EXERT - ENVIRONMENT ADDRESS MICLORE	C 2 340	-Core -	- 10
	E Man abat	PLOTERIES AT DOCK MED ABERFORD LESDS	BECK AREAPOND LINDE	Land Driv	1805	00001334	DPT + HOD-HEATS ADERCY	C 1 200	- Cura -	
	S man tatt	SITE OF FORMER SOCIA, CLUR, SARAGES AND AMERITY LAND, ON HOUR	CUR OF FORMER BOOLS CUR DARAGES AND AMERITY LAND ON HOUS	Land Dely	HOLIERAAMTON	Not Sat	MG3 - NOVEL CLETTIESAL PROPERTY	< 1 3at	- Core - yluë	- 10
	1 Xan *****	SPARE LAND ADDDINONG CARDIN CONTRACT	Land adjoining Paties' Batter on Leads Duber	Land Drife	URD C	roint .	NAME - LEADE PROMARY CARE	e 1 22	- Cure -	

So, for example, if you undertake a **By Holding** search using the Core/Non-Core field under Advanced Search filters and select 'Non-Core – Surplus' from the drop-down list, then you will return all records classified as 'Non-Core – Surplus' including those that are 'On the Register'.

If no results match the search criteria using either a search **By Register** or **By Holding**, then the message 'No results returned – Please change the search criteria' will be shown.

To see more data on a particular Register record, the user can click on **View** under either the Register Summary or Holding Summary screens. This will then open a new window displaying more information on that record (see Section 5 - 'Viewing, Amending and Deleting Records).

SECTION 4 – Adding a New Record to the Register

4.1 The New Process

A record can be added to the Register if it is an existing e-PIMS record (see Section 4.3). Alternatively, where it is not an existing record, then it will need to be added to e-PIMS first (see Section 4.2).

Over time, it is more likely that most land and/or buildings will be recorded on e-PIMS prior to them being added to the Register. In such instances, the process will simply involve adding the appropriate parts of the record to the Register.

4.2 Creating an e-PIMS Record

Setting up an e-PIMS record involves a step-by-step process.

The e-PIMS Property Wizard is where you create new e-PIMS Property Records through that step-by-step process. All the information you enter here will form the basis of the records stored in e-PIMS. Only users with the relevant access rights can create new Property Records.

The Property Wizard allows a new e-PIMS record to be set-up using different approaches, including the postcode, address and grid reference. The latter is particularly helpful for sites that comprise undeveloped land.

You can access the Property Wizard from several places in e-PIMS, including:

- The left hand navigation: **New > Property Wizard**.
- My Staging: View Property Summary.
- Property Inspector: Summary page.



Property Wizard screen

Details of how to create a new record using the e-PIMS Property Wizard are set out in Section 3 of the accompanying e-PIMS User Manual.

Below are a number of key points that you will need to be aware of when creating a new e-PIMS record before you add it to the Register:

- Each e-PIMS record is known as a 'e-PIMS Property Record';
- An e-PIMS Property Record consists of at least:
 - one property;
 - one holding;
 - o one building; and
 - one occupation;
- There are three types of holding in e-PIMS:
 - Building Only;
 - Land Only; or
 - Land & Buildings;
- You can only add land parcels to 'Land' and 'Land and Buildings' records. This is done at the holding level;
- You can add multiple land parcels to a holding. Each one of these must have a reference, a usage and a classification;
- A parcel defines an individual land record. Depending upon usage, this may have one, several or no land boundaries; and
- When you create a new e-PIMS Property Record, it is created as a staging record. Staging records are incomplete records that are not published and so are not available to other e-PIMS users. There may be incomplete information that needs entering before the record can assume a published status. When it is complete, it is 'published' by the user.

4.3 Adding an e-PIMS Record to the Register

First, it should be noted that an e-PIMS Record will need to be set-up and 'published' before it can be added to the Register, i.e. it is not possible to create and add it to the Register simultaneously.

Under the 'Holding Details' in e-PIMS, there is an 'Add to Register' button that is used to add one, a number or all of the land parcels to the Register – see below.

In order to add an e-PIMS Holding Record to the Register, it will need to:

- Be a current holding, i.e. it has not been made historic;
- Have the Core/Non-Core status set to 'Non-Core Surplus' at the holding level; and
- Have at least one land parcel with a boundary that has been added;

If one of the above conditions is not met, then the 'Add to Register' button will be greyed out and the user will be required to ensure that each of the three conditions is met before proceeding.

Troper	dy.		👷 Roblings		E Balldings	Coccepations		C Summary		
Hy moldings						hates 200	C. Roles Attached D	ocuments View Selated Deeds		
CAD LUTON	Holding This soft	Details in Hecords inform	ation about the helding angle or multiple holding	, and is also when	ts enter valant space. a marked as lessehold	A holding is defined as the ba	and to record the lease int	Amand of interest in a property. A		
	Hulding T	lipe * W	Land Only			Tenure Type * 😐	Freshold/Feshold/	Fee Saugle		
	Holding I	Holding Name * @ 13 ABINGDON BDAD LUTON				Record State @ Current				
	+205	operty list.	3303			Dept. Property Ref. * 😆	0000079			
	e-70%1	tolding Ref.	8.			Dept. Holding Raf. * 😻	0000079			
	Sector *		Central Civil Esta	Central Civil Estate			sitter Care Mon-Care - Surplus			
	Department *					Future Disposit Data 😐				
	Property	centre." Ø	DFT - HIGHWAYS	AGENCY						
	Property	Carlos Contact	BRJEFF BORGAN	VANESSA BAIL	waiter	Cruitel Down Rules Apply @ Ne				
	Local Aut	hocky				Senative Holding	No.			
	0 = 10 + 1	aginar	No			Add to Register				
	Land Pa	ircels						Add Parcel		
		Partal Bo	Department Ref	Area (%4)	Value	Land Classification	Record State	(allowed		
	XIEN	1	8000079		Surplus Land	Not Known	Current	Amend Boundary,		
	Total Law	d Arma (tra)	0.000							
	Valuatio	uns.								
	Annet Vol	lue (33)	0.00			Assar Valuation Date				

As far as possible, we have sought to automate the process, although there are a number of actions that will need to be carried out by the user.

Set out below is the process for adding each e-PIMS Holding Type (Building Only, Land Only or Land & Buildings) to the Register.

Adding a Land Only Holding to the Register

Where a land only holding has only one land parcel, then the user should click on the 'Add to Register' button. At this point, a message will appear saying "Are you sure you wish to add this land parcel(s) to the Register" – see below.

IN AD LUTION	and the second se	a set of the set of the set	and the second se					
	This screen records when property may consist of	matum about the holding a single or multiple holding	, and is also when spi. If the holding	a to entral vacant space. a mariced as leaseficial	A holding is defined as the basis of PFL then the octean will exign	s whit approximated with larger of to record the leave infor	interest in a property. A mation.	
	midng Type * 🖝	Land Only			Teture Type * 🖝	Freshold/Feuhold/F	ee Single	
	Holding Name * 📦	13 ARINGOUN RD	AD LUTON		Record State 👄	Current		
	e-rost insperty list.	3363			Dept. Property Raf. * o	0000023		
	e-#0%3 Holding Raf.	1			Dept. Holding Gal, * 😐	80900079 Nen-Core - Surplue		
	Sector * 🖝	Central Ovil Esta	ate.		Core/Non Core 📦			
	Department * 😐	Department for	Trenxport.		Puture Dispisal Deter 😐			
	Property centre * O	DFT - HIGHWAYS	AGENCY					
	Property Cerere Contact	PRJEFF. HORGA	Windows Internet	Explaner	C Apply	the fee		
	Local Authority					54		
	On the Kagabar	No	Areyous	are you with to add the Land	Parcel(s) to the Register			
	Land Parcels			OK Canol			Add Para	
	Part of Ma	Department Set	Area (Mail	Name -	Land Classelfa altern	Remord State	Annes	
	XIEN 1	00090079		Surplus Land	Not Known	Current	Amend Boundary	
	Water Land Lores Back	8.000						
	composition of the second second							
	Valuations							
	Valuations Ameri Value (()	0.08			Asset Valuation Data			
	Valuations Asset Value (2) Ratestile Value (2)	0.08 			Aasat Valuation Dete Katesble Value Date			
	Valuations Asset Value (2) Releasts Value (2) CV (ML Only) (2) @	0.08 .VDA			Asset Valuation Date Retable Value Date Or Date (NI Only) 🙂			

If the user clicks on 'OK', then the Register screen will appear with a number of fields having been auto-populated – see below.

Valuations			
Asset Value (£)	0.00	Asset Valuation Date	
Rateable Value (£)	AOV	Rateable Value Date	
CV (NI Only) (£) 😐		CV Date (NI Only) 🙂	
Acquisition Date * 😐		Acquisition Date Approx	W No
Purchase Price (4)			
 Register 			
			Save
Status 😐	Within 40 working days	Title Folio No 🙂	
Date Entered	27/642011	Calculated Expiry Date	22/06/2011
Comments			
		Prev Land Id	0
Expiry Comments O			8
Proposed Use After Sale	Not Set 💌	Public Data Exempt 😐	
Select Register Contact		OR Add New Contact to	Register
T Change History			
<c previous="" td="" there<="" version=""><td>are 10 previous versions Date</td><td>09/12/2010 End Date Active Mark Sans</td><td>lers</td></c>	are 10 previous versions Date	09/12/2010 End Date Active Mark Sans	lers

At this point, the user will need to add a Register contact (see below) and it is also possible to complete additional information in the following fields as required:

- Title Folio Number;
- Comments; and
- Proposed Use After Sale.

All of the above fields are optional.

In order to add the 'case officer' to the Register record, the user can either select an existing Register contact from the drop-down list against the 'Select **Register Contact**' button. If the case officer is a new contact, then their name can be added by clicking on the 'Add New Contact to the Register' button. If the name of the person is not on the list that appears, then the user should contact the e-PIMS Service Delivery Team via 07795 665526 or 077699 17884 or ePIMSservicedelivery@cabinetoffice.gov.uk.

Once the required amount of additional information has been added and the **'Save**' button clicked, then the 40/50 Day Window period will commence.

Where a land only holding has more than one land parcel, then the user will notice that when the 'Add to Register' button is clicked then the following screen appears:



At this point, the user must select which of the land parcels are to be added to the Register. If all land parcels are to be added, then the user will need to either click on the '**Select All**' button or tick the box under the Select column against each land parcel before clicking the '**Add to Register**' button. From this point onwards, the process is as described above.

However, if only some of the land parcels need to be added to the Register, then the user will need to select those parcels by ticking the box alongside each of those land parcels. Once this has been done, then the user should click on the 'Add to Register' button and those parcels will be moved as one record onto the Register.

After selecting the appropriate land parcels, the following message will appear on the screen. This is simply to confirm that the user is, in effect, creating a new holding to add part of the original e-PIMS property record to the Register. The user should click "**OK**" to continue.

e-PIMS	TM ation Mapping 3	enico Internet Test Version :	5.11.6			5
	nostor	Holdinge			A	Econocial Year 2011-12 💌
DO Per	e PIMS.N	IET Web Page Dialog				ary
My Holdings	There is n please sel Land Pa	rcels	thin this holding. Please select the land parcels you d like to move to the new holding (if any) where the	wish to add to the Register and click the holding is of type Land and Buildings.	Add to Register button. Additiona	lated Deeds
22 Jankinson	Select	Reference	Description		Usage	y. A
		22jip2			Residential land	
22 Jenkinson		hfhf			Residential land	
	https://www.e	Microsoft Internet	Explorer selecting only some of these land parcels within this holding ok selecting only some of these land parcels ok cok cok cok cok cok cok cok	o be added to the Register, a new holding will b Cancel 06a-4900-8013-e6be67d2856e&ra	e created for those parce(s).	vid Parcel 17 😨
ê						A go Internet

At this point, the system will create a new holding as not all of the land parcels are being added to the Register. This will be done automatically. From this point onwards that e-PIMS Property Record will always have two holdings (assuming that there was one in the first place) or one more than the number of holdings that existed before. This process will allow the 'Core/Non-Core' status of those land parcels that are not being added to the Register to be changed from 'Non-Core – Surplus' in future if need be.

Adding a Land & Buildings Holding to the Register

The process of adding a land & buildings holding to the Register is the same as above in terms of the land parcels. However, the user also needs to either add one or a number of buildings to the Register at the same time.

Where there is only one building, then the user will select the building along with one, a number or all of the land parcels that are to be added to the Register – see below:

//www.egimated	(Mp://www	epimutest.ogc.goi.gov.vik/ePDM	tRet/Maintenance/SurplusLandA	6/TsRegister.asp:/msk=67fbe25b-dee0-495a-0543-a573b9/521290r	xs=439023-04302	× .	
	• Register	Surplus Land				<u>^</u>	
	There is re select the	ore than one land parcel wi building(s) you would like to	thin this holding. Please selv o move to the new holding ()	ett the land parcels you wish to add to the Register and cli if any) where the holding is of type Land and Buildings.	ik the Add to Register button. Additional	ly, pleas-	
	Land Pa	rcels					
	Select all						
	Select	Reference	Description		Usage		
		kh-test1			Development Land		
		kh-test2			Development Land		
	Building	5					
	Selectal						
	Select	ten lio		Building Name			
		1		BEAUMONT OFFICE			
							ary 😜
	¢						
			Marine and Marine and Addition	And an and the set of	A Southed above		

After selecting the appropriate land parcels and the building, the following message will appear on the screen. This is simply to confirm that the user is, in effect, creating a new holding to add part of the original e-PIMS property record to the Register. The user should click "**OK**" to continue.

🏉 e Pik	MS Property (a Piles N	T Webg	page Dialog					×		
E http://	(/www.epimated	(Mtp://www.	epinstest.o	igc.gol.gov.uk/wP2H	MSNet/Maintenanc	ce/SurplusLandAddToRegister.aspi <th>-678e25b-dee8-495a-6543-a553b9c5212</th> <th>96rati=296353-671457</th> <th>×</th> <th></th> <th>~</th>	-678e25b-dee8-495a-6543-a553b9c5212	96rati=296353-671457	×		~
		 Register 5 There is mo select the b 	iurplus Lar tre than or uilding(s)	nd ne land parcel w you would like ti	vithin this holdir to move to the	ng. Please select the land parcels new holding (if any) where the h	you wish to add to the Register and olding is of type Land and Buildings.	I click the Add to Register button. Addition	unally, pleas		
		Land Pan	cels								
		Select all									E.
		Select	Reference			Description		Unage			
			kh-test1					Development Land			
			kh-test2					Development Land		dd Parcel	
		Buildings									
		Select all								Lary @	
		Select	Bern	1 No		Building Name				a	
			Wie	dows Internet	Explorer			8			
		Cancel	A64 (*	2)	hard and the second second	one of these land encode within the ba	idea to be added to the Desister a second	the other protection is a second of			
				Note char of	by selecting only a	one or these land parties within this ho	itang to be abled to the Hegater, a new n	oding we be created for chose parcelop.			
						OK	Cancel				
		¢									
		Material Annual Annual	sheet our m	a source in the second state	d Maintanance No.	The local sector and the first sector in the sector in the sector is the sector in the sector is the	Burnh duck and a Mark of Paramiting	J Standard alter			-

Where there are multiple buildings, then the user will select one, a number or all of the buildings to be added to the Register along with one, a number or all of the land parcels – see below:

Car PINS Property 🖉 e PINS NET Webpage Dialog	S	- 6 🛛
🕐 http://www.apimsted 👔 http://www.apimstest.ogc.goi.gov.uk/ef1943Aat/Maintenance/SurplusLandAddTaTaSepister.asp	msk=d44daeb7-ea64-470e-ac13-6368c51/bac/bran=156039-791215	×
 Register Surphis Land There is more than one land parcel within this holding. Please select the land parcel within this holding. Please select the land parcel within the holding (of any) where th Land Parcels 	els you wish to add to the Register and click the Add to Register button. Additionally, pleas- holding is of type Land and Buildings.	
Select all Kelect Deference Description	Unage	
test+kh	Employment land	
teat+kh2	Employment land	
Buildings		
Selectal		
Select Been too building harme	UCSHOP	
2 0410ES		
D 3 SALT BARN		
4 TO Outstation		6d Parcel
Cancel Add In Register		1473. 160 1473. 160
×		

The same message will appear as above since the user is, in effect, creating a new holding to add part of the original e-PIMS property record to the Register. The user should click "**OK**" to continue.

When a user adds the only or all buildings to the Register but not all land parcels, then the system automatically reclassifies the non-Register holding as a land only holding.

Adding a Building Only Holding to the Register

It is not possible to add 'Building Only' holdings to the Register.

In order to add an e-PIMS Property Record that is recorded as a 'Building Only' holding to the Register at this point, a land parcel will need to be added to it and its holding status changed to a 'Land & Buildings' record before it is added to the Register. The process is set out below.

First, before making any changes, the user will note that the 'Add to Register' button is greyed out. When the user hovers over it, a pop-up message will appear confirming that the user needs to change the holding type from '**Building Only**' to 'Land & Buildings' – see below:

Treper	ty .	noblinge	E Raidings	10 10 0	crapations	Euromary	
Hy Holdings			in the second se	tes 🛗 OGC Notes 📑	Atlached Documenta Yaca	ont Space View Related Deed	
-	Holding Details					Amend	
COMPOUND	This screen records informat property may consist of a size	ton about the holding, and is also where tiple or multiple holdings. If the holding i	to enter vacant space. A	holding is defined as the 2 PT then the acrean will ex-	asic unit associated with legal grand to record the lease info	interact in a property, A.	
	Holding Type * 🖝	Building Only		Tenure Type * 🖝	Freehold/Feuhold/F	en Simple	
	Holding Name = 🐱	HOTORINAY HAINTENANCE CORPO	DUND	Aeoord State 😐	Current		
	e-PDHI Property Ref.	424722		Dept. Property Ref. 7 4	Area B		
	e-PDHS Holding Ref.	1		Dept. Holding Ket, * 👁	HA/94/26/481-5		
	Sector * 🖬	Central Civil Estate		Consilion Core e	Core - Inflexible		
	Department * •	Department for Transport		Future Disposal Data			
	Property centre * O	DFT - HIGHWAYS AGENCY (OFFIC OPERATIONAL ESTATE)	E AND				
	Property Centre Contact	HR. JEFF. HORGAN. /. Yanesaa Ram	allutor	Crichel Down Rules App	ty W Not Set		
	Local Authority			Seletive Holding	Sta		
	Default Poor Area Type *	GIA		Roor Area (sq.m) * 🖬	1168.33		
	Further Flour Area Type	NEA		Plaar Area (as M) 👁			
	Number of Room	1		Valation Data			
	Car parking spaces 🛛	80		Bobordhiste vitereste	Ma		
	On the Repuber	No		Addreamanter			
	Valuations			Land parcel(s) and	they related holding can only be ad	bid	
	Appen Value (4)	651,390.00		Asset Current and the Co	selfton Core Status of the Holding ske', Additionally, the holding must t	n oel . Nave	
	Rateable Value (£)	42,750.00 1004		a land parcel and the factor of the factor o	he holding must be set to be type la	ed or	
	Phillippine Control and Article and			Continue (not could) as			

The user needs to make this change, as shown below, and click on the '**Save**' button in the top right hand side of the screen. It may be that the user will also need to change the Core/Non-Core status of the holding to '**Non-Core** – **Surplus**' at this point as well. If so, this change must also be saved.

perty Inspect	or - Heldings			Selato	d Status: Correct @ A	VI	
10 Prepert	× 6	Mohlings	E Buildings		atrona	Summary	
By Moldings			10	Notes 0000.Notes Atta	thed Occuments Yesa	nt Space View Related Dead	
ROTORWAY RAINTINANCE COMPOUND	Holding Details This screen records informatis property. A property may be	or about the fickling, and is also whe sist of a single or multiple holdings. I	re to enter vacant space I the holding is marked	. A holding is defined as the basis as learnshild or PTI than the science	unit associated with legal will expend to record the	Save Canto	
	Holding Type * 🛛	Burring Dray		Tenure Type * 💌	Prestold/Feutistifies Single		
	Holding Kame * 👻	Swetry Ony Water C		Record State O	Cillatoria @Carrier	d O'Falans	
	e-PIRS Property Ref.	424722		Dept. Property Ref. * W	Area 8		
	e-PIPES Holding Ref.	10		Dept. Holding Ref. 1 😫	KA/9405401-1		
	Sector * 0	Central Civil Exterior		Core/Nue Core 0	Non-Cole - Surplus	*	
	Department * W	Department for Transport	2	Future Disposal Date 😐			
	Property centre * W DFT- HONDAYS ADDICY (DFF)	CE AND OPERATIONAL ESTATE					
	Property Centre Contact	HR JEFF HORGAN / VANERAA RAY	maham	Crichel Down Bales Apply	Not Ber 💌		
	Local Authority	Peace Salezi	6	Sensitive Holding			
	Default Floor Area Type	04 M		Floor Area (sq m) *•	1108.53		
	Further Floor Area Type	ton M		Floor Area (sq m) 👻			
	Number of floors	1		Vacation Date			

Once this has been done, the user will get a message stating that '**Your changes have been saved!**' and the 'Add Parcels' button will appear adjacent to the Land Parcels heading – see below.

D Propert	Y Contraction	A Robbiege	Duridings	- 11 - 11	Occepations	Summary	
Hy moldings			He	tes 📑 OGC Netes	Attached Documenta	fecant Space View Related Deeds	
-	Holding Details					Amend	
COMPOUND	The auteen records offerred property may consist of a se Your changes have be	ton about the holding, and is also whe right or multiple holdings. If the holding on soved!	re to enter vacant space. A ple marked as leasehold or	holding is defined as PFI then the screen v	the basic unit associated with in expand to rectird the lasse	legal interest in a property. A Information.	
	Holding Type * 😐	Lond & Buildings		Tenure Type T 👻	Freehold/Feuho	M/Fee Simple	
	Holding Kanle * 🖝	HOTOBWAY HASHTENANCE COM	POUND	Record State 😡	Current		
	e POHI Property Ref.	434722		Dept. Property Aut	* O Area B		
	e-PDHS Holding Raf.	1		Dept. Holding Ref.	• e HA/94/26/401-	1	
	Sadar* .	Central Civil Estate		Consilier Care W	Non-Core - Surp	han	
	Department * O	Department for Transport		Future Despesal De			
	Property centre * 0	OFT - HIGHWAYS AGENCY (OFFI OPERATIONAL ESTATE)	CE AND				
	Property Centre Contact	TR JEFF MORGAN / Yenesse Rev	maham	Crichel Down Rule	Apply @ Not Set		
	Local Automy			Sanative Holding	No		
	Cefault Flour Area Type *	GTA		Hour Area (sq.m)	0 1168.33		
	Purther Floer Area Type	NTA		Hoor Area (ag mit)	Ú.		
	Number of Room	1		Vacation Data			
	Car parking speces	10		Subordinate interes	ite No		
	Orithe Register	Ho		ALL DOCTORING			
	Land Parcels					Add Parcel	

The process of adding land parcels is a two-stage one.

First, the user will need to provide details in three fields for each land parcel that is added. Once the information has been completed for each land parcel the user will need to click on the '**Add**' button – see below.

This process is repeated for each land parcel until they have all been added.

			Contraction of the second seco
Department * 😐	Department for Transport	Puture Disposed Date: 0	
Property centre * 4	DFT - HIGHWAYS AGENCY (OFFICE AND OPERATIONAL ESTATE)		
Property Carlos Contact	PR JEFF PORGAN / Venessa Ramshaw	Crichel Down Rules Apply 9	Not Set
Local Authority		Benalive Holding	No.
Default Ploar Area Type *	GIA	Maar Area (uş m) * 😋	1168.33
Purther Plose Area Type	NIA	Plan Area (as w) o	
Number of Posts	1	Valation Data	
Car parking spaces	10	Submiditate interests	No
On the Register	No	Add In Register.	
Land Parcels			Add Reset Cano
Department Ref.*		Land Parcel Record State	Omatoric @Current Offsture
Land Usage	Peace Select	Land Constitution	Paase Sewet 💌
Geacription.			0
Area 🛛			
Valuations			
Asset, Value (X)	651,300.00	Asset Valuation Dete	81/10/2006
Ratestile Value (X)	42,759.00 908	Kateoble Value Date	01/10/2006
Civ (nt Civily) (k) 🐨		CV Data (NI Crity) 🖝	
Accusation Date * 9	20/06/2005	Acquisition Data Apprile	Tes

Secondly, the user will need to add a boundary for each land parcel by clicking on the '**Add Boundary**' button that appears adjacent to the Land Parcels heading – see below.

Loug-	kuthooty	Northampton			Sensitive Holding	No			
Defey	E Plote Area Type	e - NIA			Hoor Area (sq m) * 🖝	2355.98			
Partie	r From Area Type	GEA			Hoor Area (aq m) 😐				
- Numb	et of floors				Vector Date				
Card	triing spaces w	80			Subordinate interests	Ten			
Onthe	Aspenir	No			Add to Bestern.				
Land	Parcels						Add Par		
Land	Parcel (no 2) I	has been added							
	Parcet No	Department Bell	Area (Ma)	0000	Last Cause Russes	Report State	Actions		
view	1	kh-test1		Development Land	Brownfield	Current	Add Boundary		
men	2	kh-test2		Development Land	Brownfield	Corvent	Add Boundary		
Tatal	and Area (ha)								
Value	tions								
Contraction in which the	OD wheel	0.00			Assat Valuation Data				
			VOA		Ratestile Value Date				
Later	Dia Value (C)	148,000.00	CV (RE CHAILED *						
CV (N	1 Only) (8) 🐱	140,000.00			CV Data (NI Drift) 🖶				
CV (N Acquir	tia Value (4) I Only) (8) 🙂 Assn Date * 😨	21/09/1988			CV Data (NI Dray)	. No.			
Eates CV (N Acquir Purch	bla Value (J) I Orly) (J) 🗢 Horr Data * 😁 Bas Price (J)	21/09/1988			Cir Date (NI Driv)	. No			
CV (N Acquir Purch	ne Velve (2) 1 Orly) (2) 😐 daar Data * 😁 ee Proz (2)	21/09/1988	19200		Cri Della (NE Della) 🙂 Acquisition Date Approx. 🛛	e Ma			
CV (N Acquire Purch CV (N	In Veloe (2) 2 Only) (2) O Han Data * O He Prox (0) 4 D years He Three Th	21/09/1988	ursions Dat	1 10042001 Xud Dave 40	Cr Data (NI Drig) 🕶 Acquisition Data Aparta 🔮		_		

The user will be taken to the e-PIMS GIS Portal Wizard to add the land parcel boundary. Section 4 of the accompanying e-PIMS User Manual provides details about this functionality.

After adding the land parcel boundaries, the '**Add to Register**' button will be enabled and the user should then proceed as if the holding type was a 'Land & Buildings' holding – see above.

4.4 The Register Process

The Register process remains unchanged.

Once the record has been added to the Register, a period of 40 / 50 working days will begin in which all users of the Register will be able to view the Register record. After the 40 / 50 working day period expires, your site will appear on the public-facing version of the Find Government Property website (https://www.epims.ogc.gov.uk/FMSGS/) unless you have marked your sites as being public data exempt. These public data exempt flags should only be used in exceptional circumstances and not as a general rule. Decisions to use sensitivity flags will need to be defended by the originating department/body and a valid reason provided if requested.

4.5 Email Notification

After adding a record to the Register, the Register contact will receive an automatic email notification confirming that the user has added a record to the Register and reminding the user to update the expiry status of the record once the 40 working day period has expired (see 'Section 5 – Viewing, Amending and Deleting Records'). The email will also contain the Register Property/Holding Reference (a unique ID made up from the e-PIMS Property Reference and the relevant Holding Number for that record) and a hyperlink to the page displaying the land record (See Appendix 1).

SECTION 5 – Viewing, Amending and Deleting Records

5.1 Viewing Records

When searching "**By Register**", it will return the '**Register Summary**' screen (shown below), from where it is possible to access records which you can view, amend and delete. This is also possible if undertaking a map-based search. From the map, it is possible to navigate back to a Register record by using the mouse action list and choosing **View** then clicking on the relevant record.

OO. K Mallow	ne aganalant ogs. gal gov		4 × 1.	147	p.				
rie Edt Ven Fannte	e Task Help	B+PRIMI X				9) Page + 10+ 2	
e-PIMS	ne Maging Sentre CEE 1	ant Version 5.11.1						15	
Norme Snarch New Admeniatration	Register Summary Name To results of your ascrib. Search To results of the Property Name column in Ascending order. Inset International Search.							Report W Stew R	neet.)
Reporting	ten State	a manufa	Contrast of	a lease	Tour Property	Department / Property Contra	Care State	Catana Catana	°[17]
Youte	X80 3213	11 ARTIGOON ROAD LUTOR	Land Dilly	Lumps.	30000068	DPT - HIDHWAYS AGENCY	NaviCare / Burpfus	Witten All March Street	
Hy e-Pints	1 Xime 2212	LA LONIPIELO GRINE LUTON	Land Dryy	Lution	00000088	OFT - HIDHWAYS ADDICY	April Core - Building	making days	
Harby	C 3188 421340	100 TUNGETONE WAY	Land B. Buildings	MARKET MARKEDROUGH	-483	CLQ - HOMES AND COMMUNICITIES AGENCY	Ron-Core - Burphue	wattin 40 0.029	
-	1 Xap 821357	482 HARLESTONE ROAD	Land Deep	SOFTWARFUS	104925A	CO / PDIANCIAL AND EDTINTS WANAGEMENT	Harr-Core Surplus	Within All Burns	
	E 1200 6420	ADDIMORE ROAD LOKOON	Land Drily	LONDON	landstates a	CL3 - HOMES AND COMMUNITIES AGENCY	Rov-Core - Burgfue	waters all 2.822	- 69
	1 Xing 2425	FAS CROFT STOREY BRIDGE STOUGBRIDGE	Land Driv	DTDURBRIDGE	10001200	DFT - HIDHWAYS ADDICT	Rot-Cale I Surplus	making days	
	1 Xay 421010	HARBENDER HOUSE	Land Driv	BABATWOOD	STEVE ADDNEY BURN LAND TESTOR	DAPAS - ENVIRONMENT ADDRCV AN	ULTAN BOX-Care -	mithin 40 minhing data	7 10
	1 X80-411100	HAREPOOR HOUSE	Land Dely	BRENTWOOD	STEVE ROOMEY SURPLAND TESTOR	DERA - DIVISIONERT ADD/CY AN	Inter Nov-Core -	Million #2 House House	- 69
	C stag stres.	PLOTID'LL AT COOK BEDN AMERICAL LINCO	Land Only	UND4	00001334	DFT - HIDWWAYS BODIES	Non-Core - Burghal	Watch 40 public	7 B
	D 10mg 1+21	311E OF FORMER ROCIA, CLUR, GARAGES AND RMENOTY LAND ON HOUR	Land Droy	NOLVERAAMITUR	No. Set	HOI - NOHE CLETODIAL PROPERT	Barghon -	minters 40 2-042	
	1 Xau (11)(1	UNIX CARD ADJORUNA CROS. CUTER RING ROAD	Land Only	1000	1008	HARE - LERER PREMARY CARE THUS	rf Burghan	Without and Support	
Done							V Trut	Red siles	*L 500% +

It should be noted that Register records can also be viewed if a search is undertaken "**By Holding**". It will return the '**Holding Summary**' screen (shown below), from which it is also possible to access records that are 'On the Register' which you can view, amend and record as "Historic".

To view more information on individual Register records, click 'View' in the row against that record in either the 'Register Summary' or 'Holding Summary' screens.

If you click on '**View**' on any record in the '**Register Summary**' screen, you will be taken to a <u>view only</u> screen, i.e. the '**Register Details**' screen. If you click on '**View**' in the '**Holding Summary**' screen, you will be taken directly to the '**Holding Details**' screen, where you can view, amend or record as "Historic".

Further information is provided below about the '**Register Details**' and '**Holding Details**' screens.

🚱 😳 🔹 🗶 Mits Diverse spendent, ogt, gin gin utbild?#Chiedhones, Searchinesks, wan							(fp) (X) (ve herd)				P
Ne Edit Vess Parontes	Tools Help										
* * 88 • #***		#+PPGAET	×				B • □ · 0 • 2	Page +	e- X =	0	Z
e-PIMS OGC	Holding Sum	eet Versee 5.11.1 mary who if your abands.				_	Catherin and Yo	-		1	
Nume	14 results found										
Search	Results are sorte	I on the Property Name	column in Ascending of	der.							
these	Raturn to Sear	and a		Holding 1	ing Summary Report (Owned Holdings)				w New Report		
Adventistration											
Reporting	ten Frank	Property (1	1 Marting 0	Tape Cort.1		Dani Presente	Cashard Property Cashes	• • •	Cares/Mare 2 Cares		
Youtu	110 May 2212	11 #8795009 #042	11 ABINGOOS BOAD	Land Drily	LL/TIDE -	00000088	DPT - HIGHWAYS ADDICY	10 A .	Ram-Core 1	- 60	
Hy e-Piles	E 1000 1012	SE LONDRELD DATHE	SR LONGRIELD DRIVE	Land Driv	10709	00000088	DVT - HOMMAND ADDACY		Ren-Care - Barphas		
thelp	2 xm #21300	100 TURGETORE MAY	100 Tungstone Was	Land B. Buildings	MARKET MARKONICH	1400	CLS I HONES AND COMMUNITIES AGENCY	0.2	Rain-Carle - Sumplice	- 69	
	2 Xap \$21387	AND PARTERNAME ADDR	403 memory fixed	Land Driv	montwarentim		CO - FENRICON, AND EXTATE MANAGEMENT	= 2	Aper-Cara - Bartina	1 69	
	10 x1mm++24	ADDRESSORS INDIAD LONDON	ADEMADER ROAD	Land Driv	Lpiook	14000000000	CLS - HOHEE MIC-DOMINUMITIES Addrecy	6.1	Non-Core - Sutstice	- 10	
	2 Mag #11.100	NAREDORN HOUSE	018	1412.019	AA89790000	ETEVE ROCHEY SURF LAND 789701	DEFRA - BIVITADHMENT KEEKCY ANDLIAN	4.2	Ron-Core - Ronphus	- 69	
	2 100 021910	NAMESING INCOME	04	Land (help	#4#471#000	STEVE ROOMEY SUBJ LAND YESTEL	DEPAA - BINURZIMMENT ALENCY ANDLIAN	< 1	Non-Core - Burgrise		
	D Mag-4081	PLOTIZ'LD AT COCK BRD REAPORD LEEDS	EDGK AREAPOAD LINDS	Land Dely	1800.0	30001334	DPT - HODHERTE ADERCY	e 1)	April Core - Burplus	- 10	
	E 1411	SITE OF FORMER BOCIAL CLUB, SARADES AND AMENITY LAND ON HOUR	SETE OF FORMER BOCKS CLUB, GREAGES AND AMENITY LAND ON HOUR	Sand Only	INCOMERCIAL INCOME	Not bet	HGI - NORE CUETOEIAL FACHERTY	¢ 1	han-Care - Barphe	- 0	
	The second	SPARS LAND ADDITIONS	Land adjunction Patient				Barbill - LEWISS DE COLLEY CARE		Anno Cara -	-	

The Register Details Screen

The '**Register Details**' screen contains similar information to the screen that existed before integration – see below.

The screen shows key information relating to the site. It includes information about the land parcel(s) that make(s) up the Register site and allows the user to view the site on a map by clicking on the '**Display Map**' button. More information about this functionality is set out below.

The screen also shows key information about the associated e-PIMS property record. Under this part of the screen, it is possible to download the '**Expression of Interest**' form that users should complete and return to the named Register contact for that record should they wish to express interest in that site during the 40 / 50 Day Window. This process remains the same as before integration.

The screen also shows the Register disclaimer.

As stated above, it is <u>not</u> possible to amend details of the record under this screen. To do so, you need to click on the '**View Holding**' button at the top right hand side of the screen.

gister	ng Service Version 5.27.1				
gister details					
-					View Holding Close
Property Name	ST MARY'S, ARMLEY, LEEDS - STI	RIP OF LAND	Record State	Current	
Status 💿	40 working days expired		Area (Ha)	0.016	
Date Entered	07/01/2014		Calculated Expiry Date	18/03/2014	
Comments	Strip of land formerly retained a: key to the development of adjoin licence by the numerous residen available for them to purchase if notified of its availability.	s a ransom strip but now no lo ing land. The land is held on a ts whose houses it backs onto they so wish. Residents have	nger Prev Land Id . It is been	0	
Contact	Jackie Kirkman		Title Folio No 😗		
xpiry Status	Not on the Market		Expiry Comments 😈	Strip of land formerly retaine to the development of adjoini the numerous residents whos them to purchase if they so w availability.	d as a ransom strip but now no longer ke ing land. The land is held on a licence by se houses it backs onto. It is available for vish. Residents have been notified of its
roposed Use After Sale	Not Set		Public Data Exempt 🕡	No	
OFE Embargo 💿	No				
perty/Holding Sumr	nary Details				
-PIMS Property Ref.	884923		Dept Property Ref	RAZ203	
-PIMS Holding Ref.	1		Dept Holding Ref	RAZ203h	
treet No.			Street Name		
bistrict	ARMLEY		Post Town	LEEDS	
ounty			Post Code	LS123PT	
					🔍 106%
nerty/Holding Sumr	nary Details				
-PIMS Property Ref.	884923		Dept Property Ref	RAZ203	
-PIMS Holding Ref.	1		Dept Holding Ref	RAZ203h	
treet No.			Street Name		
listrict	ARMLEY		Post Town	LEEDS	
ounty			Post Code	LS123PT	
egion	Yorkshire and the Humber		Country	UNITED KINGDOM	
escription			Holding Type	Land Only	
ector	Central Civil Estate		Core/Non Core	Non-Core - Surplus	
epartment	Department of Health		Local Authority	Leeds District (B)	
roperty Centre	DH - RETAINED ESTATE				
OS Reference *	425725.6E 433607.9N		Click here for an Exp	ression of Interest form	
Land Parcels					
Land Parcels Parcel No	Department Ref	Area (Ha)	Usage	Classification	Description

The map screen will also show any other 'Land Only' and 'Land & Buildings' records that are held on e-PIMS. This includes those that are 'On the Register' and those that are not.



It is possible to use the navigation buttons and the mouse wheel to move around the map screen and to view the Register site in context. So, from this screen, you can zoom out and see all other land parcels. This will assist in

ensuring duplicate records are not created and help when defining abutting parcels.

There is also a legend that displays the different types of land in different colours and shades to assist in interpreting the results.

The Holding Details Screen

If you click on 'View' in the 'Holding Summary' screen or you click on 'View Holding' in the 'Register Details' screen, you will be taken to the 'Holding Details' screen – see below.

This screen allows you to view, amend or record as "Historic".

tor - Holdinos						D ALL O Year D
rty .	- mobilings		E Bylldings	25 00	cupations	0.54
				ID. ID.	ID	
				Batter and US	C. Notes and Attaches	Decamanta Xora
Holding Details	mation about the Holding	a, and is also where	to alter valart spala	A holding is defined as the ba	in white an inclusion with a	edal internation a pro
property may consist of	a single or multiple holds	ings. If the holding i	is marked as lassehold	or 241 than the summer will stop	and to record the lease	offerigies,
Contraction of the Contraction of the	Cana Only					
Holding Name * 🖬	FAR CROFT STO	NEY BRIDGE STOU	MARIOGE	Record State @	Historic	
				Reason for making Hotor	K. T.	
a -FORD Property Ref.	3425			Dapit, Property Ref. 7 . 0	00000300	
e-PDHS Holding Raf.	1			Dept. Holding Raf. = 😆	80000300	
Bedar * 😐	Central Civil Est	late		Core/Non Core, w	Non-Core - Surpl	68 (
Department * 😡	Department for	Transport		Puture Disposal Data 😡		
Property centre * 4	DFT - HUGHWAY	S AGENCY				
Property Centre Contact	TRUEFF PORGA	8 / Xancasa Bam	ultan -	Crishel Down Rales Apply	10° 510	
Local Authority				Sensitive risiding	No.	
On the Repuber	Yes					
Land Parcels						10
Perset No c.pl. gov.uk/ePMSNet,Mantenarch Land Parcels	Organitesent Enf	Area (54) a9-3145-405-8392-82	Chape 25ac11e095	Land Close disation	Amoral Sale	dertaans V Tradictistes
Percei fo	Department Ref	Area (Ne)	Thogs 25ac11e895	Land Classification	Record State	Actions
Persit No cgl gev.d/d/954c/Manteraco Land Parcels Percet No Yiew 1	Department Bef Department Bef Department Bef 00003300	Area (He) ah 0845 4015 8082 821 Area (He) 1.55	Teage 25ac11e995 Usage Surplus Land	Lend Classification Land Classification Not Exoun	Record State Historic	Arthurs Trated ides Arthurs Arthurs Arthurs
Percet In c.gii gevul (#7950et Martenano Land Parcels Percet Illo Xiew 1 Total Land Area (ha)	Department Bef Philling any /mol-hob/2e Department Bef 00000300	Area (16) al-01a5-4015-8092-829 Area (16) -355	254c11e995	Land Classification Land Classification Not Known	Record State Ristoric	Actions Trusted stee Actions (Amend D
Perset No cpi produkt?NNet/Matternaro Land Parcels Percel No Xiew 1 Total Land Area (Na) Valuations	Organitment Bef Midding any/Indi-babi2e Organitment Bef 00000300	Area (944) ab-0845-4056-802-82 Area (944) 1355	2%ac11e995 Usage Surplus Lend	Land Classification Land Classification Not Known	Award Late Record State Historic	Actors Actors
Percet In Land Parcels Parcel In Xice 1 Total Land Area (ha) Valuations Asset Value (£)	Organismen land	Area (94) 40-0845-4056-082-42 Area (94) -1555	Usage Obscillet95 Usage Surplus Land	Land Classafication Not Known	Record State Risboric	Actions Actions Actions Amend D
Perset No c pt groud/diff/Hole/Martenaro Land Parcels Description Xiese 1 Total Land Area (No) Valuations Asset Value (£) Rateable Value (£)	Organismen land offedding aspiritual-bability Organisment land 00000300 0.00 VDA	Area (94) 48-085-605-802-82 Area (94) -155	Unage Unage Surplus Land	Land Classification Land Classification Not Known Asset Valuation Date Rateable Value Date	Record State Risboric	Actions Actions Actions
Preser He c gat out ut of 1950et Maintenance Land Parcels Nexes 1 Total Land Area (ha) Valuations Asset Value (£) Rateable Value (£) CV (HI Only) (£) •	Organitment Bat Notifing aspiritudi-babiQe Organitment Bat 00000300 0.00 VOA	Area (94) alk-045-405-802-42 Area (94) 155	Viage 256c11e995 Viage Surplus Land	Land Classification Land Classification Net Known Asset Valuation Date Rateable Value Date CV Date (NL Only) @	Record State Risboric	Actions
Preser No case govue/ust79554c/Maintenance Land Parcels Vaces Total Land Area (ha) Valuations Asset Value (£) Rateable Value (£) CV (NI Only) (£) Acquisition Date * •	Crear Invest Bat	Area (%) Area (%) Area (%) 155	Vege 26a:11e995 Vege Surplus Land	Land Classification Land Classification Net Known Asset Valuation Date Rateable Value Date CV Date (RI Only) Acquisition Date Approx	Annual Links	Actions
Preserve c.gas qui udjul?PSbac/Maintenance Land Parcels Values Total Land Area (ha) Valuations Asset Value (£) Rateable Value (£) CV (HI Only) (£) @ Acquisition Date * @ Purchase Price (£)	Crear Invest Ref Noting asys/Invir-bab/Ce Department Ref 00000300 0.09 (NDA)	Area (%) all-045-405-402-42 Area (%) 155	25ac11e995 Veage Sterpfus Land	Land Classification Land Classification Net Known Asset Valuation Date Rateable Value Date CV Date (NL Only) Acquisition Date Approx	Annual Links	Actions
Presertion c.cs.com/out/2015/2016/Maintenance Land Parcels Land Parcels Value Total Land Area (ha) Vafuations Asset Value (£) Rateable Value (£) CV (HI Only) (£) Purchase Price (£) Purchase Price (£) C) Rateable Price (£) Purchase Price (£) C) C) C) C) C) C) C) C) C)	Creativestilled	Area (%)	25aclie995 Usage Surplus Land	Land Classification Land Classification Net Known Asset Valuation Date Rateable Value Date CV Date (VL Only) Acquisition Date Approx	Amoral Links	Actions
Average the Cast and value (Martine Martenario Cast and Parcels Cast Parcels Percel to Yicar Total Land Area (ha) Values Asset Value (£) Rateable Value (£) CV (NI Only) (£) Acquisition Date * Purchase Price (£) Acquisition Date * Purchase Price (£)	Creativest Ref Noting asystrational Ref Organizations Ref 00000309	Area (%) alb-045-405-802-82 Area (%) 155	Verge Charliel95 Urage Sterplus Land	Land Class affication Internet Value Class affication Not Known Asset Valuation Date Rateable Value Date CV Date (NE Only) @ Aquisition Date Approx	Amord Link Record State Historic	Actions Trated sites Account (Amend, B
	Organization and Andrew Control	Area (94) alt-045-405-802-82 Area (94) 155 ISS ISS ISS ISS ISS ISS ISS I	Naci 1995	Land Class affication Internet Value Cases Asset Valuation Date Rateable Value Date CV Date (NI Only) @ Acquisition Date Approx	Record State Record State Ristoric	Actions Trated sites Actions (Amend B
Cast and Additional Additiona Additiona Additional Additional Additional Additional Additiona	Organization likel of hidding, aspectration likel Organization and likel 00000309 0.00 VOA WOA WOA	Area (94) ah-ba5-405-802-82 Area (94) 155 ing days	Naci 1995	Land Class affication Internet Values of Class affication Not Known Asset Values on Date Rateable Value Date CV Date (RI Only) @ Acquisition Date Approx	New York Control Tools	Actions Trated sites Actions (Amend B
Cast and Additional Action of the Actio	Organization and Andrew States	Area (No) Area (No) 155 ing days 2/2007. HAL No 7	2227.	Land Class affication Internet Masses Internet Masses Internet Masses Asset Valuation Date Rateable Value Date CV Date (VI Only) © Acquisition Date Approx Title Folio No © Calculated Expiry Date Prov Land Id	New View View View View View View View Vi	Actions Trated sites Actions Actions Amend B
Cast and Additional Action of the Aditional Action of the Aditional Action of the Aditional Action of the Aditional Actional	Organization and and operation of the first operation oper	Area (Na) ab-086-405-8082-82 Area (Na) 155 is 155 is 2/2007. HAL No 7	20actilet05	Land Classelfication Internet Network advance Net Known Asset Valuation Date Rateable Value Date CV Date (NI Only) • Acquisition Date Approx Title Folio No • Calculated Expiry Date Prev Land Id Expiry Comments •	Amori Link A	Actions Actions Actions Actions Amend B
Cast and Additional Additionad Addita Additional Additional Additional Additional Additional A	Organizational last objectional and objectional and objectional and objectional and objectional and objectional and within 40 workit o1/03/2011 Available 15/02 Housing Opacco. David 5	Area (Na)	2227.	Land Classelfication Internet/Sectors Net Known Asset Valuation Date Rateable Value Date CV Date (VI Only) © Acquisition Date Approx Calculated Expiry Date Prev Land Id Expiry Comments © Public Date Exempt ©	Amori Link A	Actions Actions Actions Actions Amend B
Cast and Advised	Organization and Arrived Tank Arrived Tankin-bablics Degantment Barf 00000300 0.00 VOA Within 40 works 01/03/2011 Available 15/03 Housing Quance, David (Area (94) ab-045-405-802-82 Area (94) 155 155 155 2/2007. HAL No 7 (david.counce@b)	2227.	Land Classification Internet Material Net Known Asset Valuation Date Rateable Value Date CV Date (NI Only) • Acquisition Date Approx Title Folio No • Calculated Expiry Date Prev Land Id Expiry Comments • Public Date Exempt •	Amori Link A	Actions Actions Actions Amend D
	Organization and Organization Organiz	Area (Ma)	2227.	Land Classification Internet Material Net Known Asset Valuation Date Rateable Value Date CV Date (VI Only) • Acquisition Date Approx Title Folio No • Calculated Expiry Date Prev Land Id Expiry Comments • Public Date Exempt •	Amori Link A	Actions Actions Actions (Amend D

The 'Holding Details' screen displays information under three main headings:

• Holding;

- Register; and
- Change History.

Depending on the user's rights, it is possible to <u>amend</u> details under both the Holding and Register headings, although certain fields have their amend rights limited during the 40 Day Window. It should be noted that details of land parcels always appear under Holding heading on this screen, where the site is 'On the Register' or not.

The fields under the Register heading only appear after a site has been added to the Register and are then always visible, even when the site has been removed from the Register.

If the '**Amend**' button does not appear against a specific record, then the user does not have permission to amend that record. For more information on user rights, see 'Section 1 – Background'.

Holding

Section 3 of the accompanying e-PIMS User Manual sets out how to amend information in the Holding and other (Property, Building and Occupation) inspector screens in e-PIMS.

Register

Set out below are details of how to amend the fields under the Register heading.

It should be noted that the fields under the Register heading are hidden and the down arrow key ($\mathbf{\nabla}$) will need to be clicked to expand this section of the screen.

After a site has been added to the Register, then the fields under this heading will become 'active'.

Once a site is added to the Register, certain fields will be auto-populated. These are the following:

- Status;
- Date Entered;
- Calculated Expiry Date; and
- Legacy Land ID (for migrated records only).

Once a site has been added to the Register and during the 40 / 50 Day Window, the user can complete or amend the following fields as required:

- Title Folio Number;
- Comments; and
- Proposed Use After Sale.

However, none of the above fields are mandatory, although users are encouraged to add relevant information where available.

During the 40 / 50 Day Window, it is not possible to record information under the following fields:

- Expiry Status; and
- Expiry Comments.

However, these fields become active once the 40 / 50 Day Window has expired.

Users should note that after the 40 / 50 working day period expires, your site will appear on the public-facing version of the Find Government Property website (<u>https://www.epims.ogc.gov.uk/FMSGS/</u>) unless you have marked your sites as being public data exempt. These public data exempt flags should only be used in exceptional circumstances and not as a general rule. Decisions to use sensitivity flags will need to be defended by the originating department/body and a valid reason provided if requested.

The system has been designed such that certain combinations of fields under 'Expiry Status' and 'Core/Non-Core' fields are not possible. For example, it is not possible to set the 'Expiry Status' as 'No Longer Surplus' if the Core/Non-Core' field is set to 'Non-Core – Surplus'.

5.2 Amending Records

Depending on the user's rights, it may be possible to amend records.

To amend a Register record, click the '**Amend**' button and the screen will refresh, and the user will be able to amend certain fields and include information in others dependent on the stage in the Register process – see below. After amending the required details, click '**Save**' and the record will be updated.

der des verlies subserburgenderen	Horgud referance-processors-bio	3-4732-8020-506813079079			
New 7	HUT SET	anihua can	or varineso	C BITTERN	YMENE BOINESPY
Total Land Area (ha)	2.063				
Valuations					
Asset Value (E)			Asset Valuation Date		
Rateable Value (IC)	NDA		Rateable Value Date		
CV (NL Only) (A)	(COM)		CV Date (NL Only)		
Acquisition Date * .			Acquisition Data Approx	No	
Purchase Drive (/)					
Register					
					Terra Count
					Save Lance
Status 😜	Within 40 working days		Tible Folio No 😜		
Date Entered	01/03/2011		Calculated Expiry Date	26/04/2011	
Comments			Prev Land 1d	6837	
Expiry Status	Not on the Market		Expiry Comments 😐		
Proposed Use After Sale	Not Set M		Public Data Exempt @		
Select Register Contact	Anderson, Nick (nick ander	reon@hmpe.gel.gov.uk)	W OR Add New Contact to Regi	ster	
T Change History					
<c previous="" td="" ther<="" version=""><td>re is 0 previous version</td><td>Date 04050010 End D</td><td>NA_NOPES</td><td></td><td></td></c>	re is 0 previous version	Date 04050010 End D	NA_NOPES		

5.3 Making Records "Historic"

Records cannot be removed from the Register during the 40 / 50 Day Window. If a user attempts to do this, a message will appear that confirms this, as shown below:

operty Inspe	ector - Holdings				Relate	d Status: Current	🖸 All 🔍 Year: Financial Year 2011			
Proper	ty	🙀 Holdings		🛄 Buildings	館 Occup	oations	Summary			
^M y Holdings					Notes OGC	Notes Attached	Documents View Related Dee			
121 BRADLEY	Holding Details						Save Cano			
ROAD LOTON	This screen records information about the holding, and is also where to enter vacant space. A holding is defined as the basic unit associated with legal interest in a									
121 BRADLEY ROAD LUTON	Holding Type * 🖤	Land Only	•		Tenure Type * 🙂	Freehold/Feuhold/Fee	Simple 🔽			
	Holding Name * 😈	121 BRADLEY RO			Record State 👽	⊖ Historic ⊗ Cu	rrent OFuture			
						The Holding/Land is within 40 working da	on the Register of Surplus Land and is ys of being added to the Register.			
	e-PIMS Property Ref.	3330			Dept. Property Ref. * 🙂	oddays has expired.	or be made historic dridridle Ho working			
	e-PIMS Holding Ref.	2			Dept.Holding Ref. * 🔍	00000113				
	Sector * 🖤	Central Civil Es	tate		Core/Non Core 🔍	Non-Core - Surplu	IS			
	Department * 👽	Department for Transport			Future Disposal Date 👽					
	Property centre *	AND HELD DENDING LISES								
	Property Centre Contact	Stuart Chant /	David Field		Crichel Down Rules Apply	No 💌				
	Local Authority	Please Select	1	~	U					
	On the Register 🐠	Yes								
	Land Parcels						View all Land Parcels			
	Parcel No	Department Ref	Area (Ha)	Usage	Land Classification	Record State	Actions			
	View 1	00000113	.037	Surplus Land	Not Known	Current	Amend Boundary 🌍			
	Total Land Area (ha)	0.037								
	Valuations									
	Asset Value (£)	0.00			Asset Valuation Date					
	Rateable Value (£)			VOA	Rateable Value Date					

After the 40 Day Window has expired, it is possible for the user from the owning department/property centre to remove a record from the Register by two methods.

The first method is where the site is sold.

In such instances, when the user sets the Expiry Status to 'Sold', then the Register record will be made historic. At the same time, the associated e-PIMS Holding record will also be made historic with the 'Reason Made Historic' also being set to Sold. It should be noted that you will be required to add the 'Date of Exit' and the 'Disposal Proceeds' when you mark a site as sold. This information is used by GPU's National Property Controls (NPCs) team in reporting savings to the Efficiency Reform Group.

The second method is where the 'Expiry Status' of a Register record is set to 'No Longer Surplus' under the Register heading. In such instances, then the site will need to be removed from the Register. To do this, the 'Core/Non-Core' status of that record will need to be changed from 'Non-Core – Surplus', otherwise, it will not be possible to remove the record from the Register.

Similarly, if the user changes the 'Core/Non-Core' status of the record from 'Non-Core – Surplus' under the Holding heading, then the 'Expiry Status' of

that record will automatically be changed to 'No Longer Surplus' under the Register heading.

If such a site is declared as 'Non-Core – Surplus' again in future, then it will need to be added to the Register again. This process is the same as before integration.

5.4 Change History

Each time a record is amended, the change is recorded and displayed at the bottom of the 'Holding Details' screen under the heading '**Change History**' – see below.

As well as the changes actually made, other information recorded includes the date the record was last changed and the user who made the changes.

Hatesole value (k)	AGV	Rateable Value Date			
CV (NI Only) (£) 🙂		CV Date (NI Only) 🙂			
Acquisition Date * 😐	01/04/2004	Acquisition Date Approx 😐	No		
Purchase Price (4)					
 Register 					
					Amen
Status 🗢	Within 40 working days	Title Folio No 😳			
Date Entered	15/04/2011	Calculated Expiry Date	10/06/2011		
Comments	Just on Register	Prev Land Id	•		
Expiry Status		Expiry Comments 😐			
Proposed Use After Sale	Not Set	Public Data Exempt 😜	No		
Contact					
 Change History 					
What Changed				When	By Whee
On the Register: From NO Registry Title No: From No Market. Comments: From	on the Register to ON the Register. Dute I t Set to . Land Status: From Not Set to Wit Not Set to . Expiry Comments: From Not Se	Entered: From Not Set to 15/04/2011. Dat hin 40 working days. Land Expiry Status: F et to .	Expires: Not Set. Land rom Not Set to Not on the	15/04/2011	юі_ос
Date Expires: From Not Se	t to 10/06/2011.			15/04/2011	KH_06
Proposed Use after Sale:	rom Not Set to Not Set.			15/04/2011	KH_06
Public Data Exempt: From	Yes to No. Comments: From to Just on Reg	gister.		15/04/2011	KH_06
		Sectors and the second			

SECTION 6 – Migrated Records

6.1 Migration Process

As part of the integration process in 2011, we migrated all existing Register records at that time into e-PIMS.

Where the existing Register record matched an existing e-PIMS Property record, then a link was created. Where no such match exists, then a new e-PIMS property record was created.

The inclusion of the Legacy Land ID in the Register Filters is to assist users in finding those records that were on the Register before integration.

6.2 Assistance

If users identify any issues with individual records, then they should contact either the e-PIMS Service Delivery Team via 07795 665526 or 077699 17884 or ePIMSservicedelivery@cabinetoffice.gov.uk.

SECTION 7 – Other Information

7.1 Register - Position Report

All Register users now have the ability to view and create a Register – Position report. It provides a summary of the amount of land and land & buildings that are recorded on the Register by a number of key metrics.

To do this, users need to click on the 'My e-PIMS' button on the left hand navigation menu and select the Register – Position option as shown below.

- # Mb (Imm	epiniteit ogt ga govukjel	PONelJepes_Sear/Main.espi				🖌 (fg) 🙀 inte launde	Pr
File Edit Vew Parorites	Tuols Help						
a de Bertetine						∰ + () = ⊕ + j)Per-	• 4 % D 68 *
						Citch have to bed. and . You are b	10000 in an 100,000 📕 🏠
e-PIMS"		wearen (f. 11. 8			-	AND P	
OGC	e-PIMS Search Please select from the	oriteria lation. Click on additional tal	ta to add anterided ofte	ria la yeur search.	15		
Search New	Sectors	Select At Di Central Civil Estate = Crown Estate = Education II	Year Search	Financial Year 2011-12 🐱	1		
Administration Reporting	Departments	Select All Attorney General's Office (LOD) COS Test Department COS Test Departments	2 2		4		
Ny e-P(MS About	Property Centres	ABERDEENSHORE ABERDEENSHORE COUNCEL ACCOUNTANT IN BANKRUPTCY ACCOUNTS COMMISSION FOR SC	OTLAND.		D Reset	(bearch)	
muldings	Besic Search -						
Settings Staging Area	Property Name		Postcade e-PDHS Property Ref.				
Data Validation	Town/City		Department Ref.				
Saved Reports Register - Postlaw	Advanced Searce Engister Filtere	h filtera =					
netp	Legacy Land ID		Status	Piesse Select	*		
			the second se				

On doing so, the following screen will appear:

🕥 = 🛛 Mtp: (heree epinotest og: gol.gov.s)	(ef940%et)hantenance/Registerfosition.aspx		x [+] x]	uve Search
Edit Vew Pavorites Tools Help				
🖉 e-PIMS electronic Property Information M	spoing Service		<u>9</u> • ⊡ · €	i - 🕑 Page - 🔀 - 🔏 🕤
-PIMS TM	Version 5.11.1		ALL THE	
gister				
osition Statement Reporting				Close
anition Colorition User Report 5		Create New Position		
lew Position Date	Comments		Created By	
View 19/04/2011	Surplus Land Position Statement		Sue SteelSLANEW	
View 18/04/2011	Surplus Land Position Statement		David Brownhill	
View 15/04/2011	Surplus Land Position Statement		Kirk Howe	
View 13/04/2011	Surplus Land Position Statement		Steve Rooney	
View 20/08/2010	Surplus Land Position Statement		Helen Stone	
osition Report: April 2011 Ites by Department in descending	size order			
lody (Department Name)			No. of Parcels	Area (Na)
orestry Commission			118	4083.4
tinistry of Defence			100	1482.8

The default option is that users are shown the most recent Register – Position report that has been created.

Users can also select other reports which are available from the drop-down list under the Position Selection button. The default option here is the Most Recent 5 reports which are available to view on the screen or to print.

In addition, users can create a new Register – Position report that will be available to all users. This is done by clicking on the Create New Position button.

7.2 Register Report

Under the 'Reporting' functionality, which is available via the left hand navigation menu, there is a Register report. It contains, by default, those holdings which are on the Register. It will also show whether those holdings also have active vacant space recorded against them. Users may choose to include holdings that have been on the Register by ticking the 'Include all past and present Register records' box.



7.3 Email Notifications

Every 24 hours an automatic email is sent out containing information regarding all records that have been added to the Register in the previous 24 hours; only users on the 'Register Distribution List' will receive this email (see Appendix 2).

It is possible for Super Users (see Section 1 – Background) to view and maintain the contact list via the Central Contacts Database which is available under Tools in the ePIMS left hand navigation.

If you need to add, amend or remove contacts from the notification process, then you will need to contact the If users identify any issues with individual

records, then they should contact either the e-PIMS Service Delivery Team via 07795 665526 or 077699 17884 or ePIMSservicedelivery@cabinetoffice.gov.uk.

7.4 Frequently Asked Questions

A number of FAQs are included at Appendix 3.

SECTION 8 – Benefits for Users

8.1 All Information in One Place

As set out in Section 1, the key reasons for the integration of the Register into e-PIMS were to make it easier to search for and identify all types of land and property, including that declared surplus, and to enable users to analyse related data in a seamless environment. It also made adding existing e-PIMS records to the Register easier.

Government departments and their sponsored bodies now have the capability to view all of their land and/or property in one place from the point of acquisition, during their operational phase and through to disposal.

8.2 Viewing e-PIMS Property Records

All former Register users have high-level viewing rights to all non-sensitive records held on the system through e-PIMS Property Lite.

e-PIMS Property Lite was developed for the Welsh Assembly Government users to add and edit property records when they are not in a position to complete all mandatory fields in the full Property Inspector version of e-PIMS. It is also extensively used by Scottish Government and a number of local authorities and their local public sector partners.

In order to be able to view records for all sectors in e-PIMS Property Lite, users should first go to the 'My e-PIMS Settings' screen and tick the '**Enable Sector Filter**' button (if it is not already enabled) as shown below:



Having done this, to search for records in Lite view, users need to go to the e-PIMS Search screen and change the drop-down filter under '**Search**' to '**All Property**' – see below:

GO. K Mallow	v epinstest ogt gsligiv ukjel	PONELINGING SERVICES AND AND ADDRESS OF ADDRESS ADDRES ADDRESS ADDRESS	\$9+3		×	•• (X) for tract	P -
File Edit View Favorites	i Tooli Help						
👷 🌾 👹+PDE.Net					Q ·	🖾 · 🖶 • 🕞 Page • 🔀 •	1.00.
e-PIMS	ine Mangalag Barrelon (CST Tault) T	www.5.11.1					14
OGC	e-PIMS Search Fissue select from the	criteria below. Clok un additional t	its to add e-manded crite	ria 15 yeur paardh.	154		
Search New	Sectors	Select All South State South State States	Year Search	Financial Year 2011-12	and		
Administration Reporting	Departments	Select All Attorney General's Office (LOD) COS Test Department COS Test Department	0	by Property By Holding Ref Property By Register	218		
Tools My e-PDH5	Property Centres	Select All ABRADEEN CITY ABRADEEN CITY COUNCIL ABRADEENGER			D front bearth		
metp	E Basic Search a						
	Property Name Read		Postcode e-PDHS Property Ref.		-15		
	Town/City		Department Ref.				_
	Engister Filter						
	Add a Huge Fille						
	Exact matches Only	E Results on a Hap	Lapend Departme	N			
one						🗸 trusted sites	× 100% -

A search can then be carried out using one or a combination of the filters under any of the following:

- The basic search filters; and
- The advanced search filters.

Section 13 of the accompanying e-PIMS User Manual provides details about the basic property and advanced search capabilities. It also provides details about how to 'Add a Map Filter'. This will enable you to select the search geography from a selection of pre-built filters or define one yourself.

Appendix 1 - Automated email notifications

After adding a new record, the following automatic email notification will be sent to the user or Register contact:

Dear [User/Register Contact]

You have added a new site(s) to the Register of Surplus Public Sector Land.

It is recommended that, after the 40 working days expires, you update your site record to indicate when the site is on the market or under offer as appropriate as during the disposal process.

The site will remain on the Register until you delete it as being no longer surplus or sold. (n.b. these updates can only be done after the 40 working days has expired).

You are reminded that, once the 40 working day period expires, your site will appear on the public-facing version of the Find Government Property website (https://www.epims.ogc.gov.uk/FMSGS/) unless you have marked your sites as being public data exempt. These public data exempt flags should only be used in exceptional circumstances and not as a general rule. Decisions to use sensitivity flags will need to be defended by the originating department/body and a valid reason provided if requested.

If you have any queries regarding the above, please e-mail :epimsservicedelivery@cabinetoffice.gov.uk in the first instance. The following e-PIMS references were created. Click on the hyperlink to display the land record.

Register Property/Holding: 1658/1 https://www.epimstest.ogc.gov.uk/epimsnet/InspectorLink.aspx?object=Holding&record_id=41 700

Register Property/Holding: 1659/1 https://www.epimstest.ogc.gov.uk/epimsnet/InspectorLink.aspx?object=Holding&record_id=41 701

Appendix 2 - All New Records Notification

Every 24 hours, those on the notification list will be sent an automatic email notification of all new records that have been input on to the system. An example is given below:

Dear [User]

A new site(s) has been added to the Register of Surplus Public Sector Land. Brief details of the site are outlined below.

The 40-working day period for expressions of interest begins from the date indicated below.

Click on the link under each site to access more information using e-PIMS (user name and password required).

If you require assistance, please do not hesitate to e-mail epimsservicedelivery@cabinetoffice.gov.uk

The Cabinet Office maintains The Register of Surplus Public Sector Land on behalf of HM Government and in collaboration with other government departments, their sponsored bodies and other public sector organisations, such as NHS Trusts.

For information about the Register of Surplus Public Sector Land contact epimsservicedelivery@cabinetoffice.gov.uk

Register Property/Holding: 828232/3 Description: Town: MARKET HARBOROUGH County: LEICESTERSHIRE Local Authority: Not Set Area (Ha): 3.607 Originating Body: HMT - RESIDUAL ESTATE Date added to Register: 10/05/2011 40 days expires: 06/07/2011 https://www.epimstest.ogc.gov.uk/epimsnet/InspectorLink.aspx?object=Register&record_id=4 1741

Appendix 3 - FAQs

Q1. Why can't I login into the Register homepage?

A1. The Register has been integrated into e-PIMS. Therefore, you will be automatically redirected to either the GSI or Internet version of the e-PIMS homepage.

If you are not redirected or account login does not work, then you should contact either the e-PIMS Service Delivery Team via 07795 665526 or 077699 17884 or ePIMSservicedelivery@cabinetoffice.gov.uk.

Q2. Why won't the login screen load when I try and access e-PIMS?

A2i. Ensure that the address is typed correctly.

A2ii. If you do not have access to the GSI network, then you will not be able to access the GSI version of e-PIMS only the internet version. Ensure that you are trying to access the correct version of the system.

Q3. Why can't I login?

A3i. Ensure you are registered.

A3ii. Is the caps lock on? The username field is not case sensitive, but the password field is.

A3iii. If you have copied and pasted the login details from your registration email, ensure that you DO NOT copy a space after the password as this will be denied. This is the most common cause of login failure.

Q4. Why doesn't the 'back' button in Internet explorer work when I use e-PIMS?

A4. Certain Microsoft security service packs disable the 'back' button from working, which may prevent it from being used on the Register.

A short-term solution to this problem is as follows:

→ Click 'Start' – 'Settings' – 'Control Panel' – 'Add or Remove Programs' – click 'Add/ Remove Windows components' on the left hand side – disable (untick) 'Internet Explorer Enhanced Security Configuration'

Q5. How do I add an existing e-PIMS record to the Register?

A5. You need to follow the process set out in Section 4.3 of the Register manual.

Q6. What do I do if I want to add a site to the Register and it is not on e-PIMS?

A6. First, you will need to create an e-PIMS record as set out in Section 4.2 of the Register manual.

Q7. What do I do if I have mistakenly added a site to the Register?

A7. You will need to contact either the e-PIMS Service Delivery Team via 07795 665526 or 077699 17884 or ePIMSservicedelivery@cabinetoffice.gov.uk.

Q9. How do I search for all records that have been on the Register?

A9. If you want to do a search for all sites that have ever been on The Register, then you need to do a **By Holding** search and multi-select all options under the Expiry Status field in **Register Filters**. You will need to also set the search to cover both current and historic records.

Q10. Who do I contact if have issues with the Register?

A10. If you have technical issues, then you should contact the e-PIMS Service Delivery Team via 07795 665526 or 077699 17884 or ePIMSservicedelivery@cabinetoffice.gov.uk.