

Commons Registration Service

Changes to Public Access

What is changing?

From 21st January 2014, the Commons/Village Green Maps and Registers will be available for the public to view at Gloucestershire Archives. The Council's Legal Services department will continue to run the Commons Registration service and our contact details are available below.

What has brought about these changes?

The Legal Services department, which currently holds the Maps/Registers, is moving to new, smaller office accommodation in Shire Hall.

Where is Gloucestershire Archives?

Gloucestershire Archives is located near to Gloucester city centre on Alvin Street. Detailed instructions and a map are available on Gloucestershire Archives' website: <http://www.gloucestershire.gov.uk/visitthearchives>.

What are the opening times of Gloucestershire Archives?

Monday	Closed
Tuesday	09:00-17:00
Wednesday	09:00-17:00
Thursday	09:00-18:30
Friday	09:00-17:00
Saturday	09:00-13:00

Will there be a charge to view the Maps/Registers?

No, access to the documents is free of charge.

How do I make an appointment to view the Maps/Registers?

You do not need to make an appointment to view the Maps/Registers but it is recommended that you order the documents 48 hours in advance of your visit. This will ensure that the Maps/Registers are available to view on your arrival. You will not be able to make copies of the register in person. See below for information on ordering copies.

The Maps/Registers can be requested via email – archives@gloucestershire.gov.uk or by telephone on 01452 425295.

What should I bring to Gloucestershire Archives on my first visit?

For your first visit to the Archives you will need to bring some proof of identity to show address and signature, such as a driving licence. You will only need to register once and your card will allow you to access to the other resources held in

Gloucestershire Archives. Without proof of ID or a valid card you will not be able to view original documents during your visit.

Can I park at the Archives?

Yes, but there is a charge of £3 per day to park onsite. The barrier at the entrance to the car park will rise as you drive into the car park. You will need to buy an exit token from reception to exit.

What can I take into the search room?

You will be asked to leave coats and bags in the cloak room. No food or drink is allowed in the searchroom. Please write with pencil only.

How do I order copies of the Maps/Register?

Copies of the Maps and Registers can be supplied electronically and free of charge. Please email us with the appropriate Common/Village Green reference (e.g. CL58) to our team email address – commons.searches@gloucestershire.gov.uk

In the event that we are unable to provide the copies electronically, there may be a charge to cover our copying costs. If this is the case, we will let you know beforehand.

Where are the Supplemental Maps and Application/Objection files being kept?

The Supplemental Maps, which show the location of land which has rights over common land, form part of the collection available at Gloucestershire Archives. You will need to specify the relevant Common/Town Village Green unit number when requesting them.

The Application/Objection files are being retained in Shire Hall. If you wish to see one, you will need to contact the Commons Registration team separately at commons.searches@gloucestershire.gov.uk

Can I view the Maps online?

No, but this is something we are actively working on. Please check our website (www.gloucestershire.gov.uk/commons) for updates.

Can I still contact the Commons Registration Service directly?

Yes of course. We are contactable by email at commons.searches@gloucestershire.gov.uk, via telephone 01452 425221 or by post at the following address:

Commons Registration
Legal Services
Shire Hall
Westgate Street
Gloucester
GL1 2TG
www.gloucestershire.gov.uk/commons