

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 Russell Street. Detailed instructions and a map is available on Gloucestershire Archives' website.

What are the opening times of Gloucestershire Archives?

Monday	Closed
Tuesday	09:00-16:30
Wednesday	09:00-16:30
Thursday	09:00-16:30
Friday	Closed
Saturday	Closed

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 24hours in advance of your visit. This will mean that the Maps/Registers are available to view on your arrival.

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?

To register and receive your own Records Card, you will need to bring some ID which includes your address (e.g. 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.

What can I take into the search room?

You will be asked to leave coats and bags in the cloak room.

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, or by post at the following address:

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