

Land Referencing plays an important and essential role in the preparation of a planning application for any major infrastructure project, including applications for a Development Consent Order (DCO). A DCO is the type of planning permission Heathrow needs to obtain in order to progress with our proposals for expansion.

The Land Referencing process involves making enquiries to identify people and organisations that have a legal interest in property or land that may be affected by a proposed development.

With this information we will be able to keep people informed about our proposals and ensure they receive notification of our application for a DCO to ensure their interests are represented in the planning process.

Heathrow understands that the Land Referencing process is complex, and some of the terms used to explain it are technical in nature. This guidance sheet provides information about how Heathrow and our partners WSP will be carrying out Land Referencing for the Heathrow expansion and addresses some commonly asked questions on the Land Referencing process.

## Commonly Asked Questions

### What is Land Referencing?

A key stage in the process to develop a planning application for a DCO, Land Referencing is the process of identifying people and organisations that have a legal interest in property or land which may be affected by the development of a project, and identifying the nature of that interest. The information is provided as part of a DCO application in a document called the Book of Reference, which sets out the applicant's, which will in this case be Heathrow, understanding of who owns, occupies or has a legal interest in the property or land that may be affected by a proposed project.

### Why is it needed and why should I provide information?

We have a statutory obligation to identify and consult with people and organisations who have a legal interest in property or land that may be affected by our proposed expansion plans. By having an accurate understanding of those whose property or land may be affected, we can keep you updated on key stages in the DCO process, including consultation on our proposals.

Land Referencing is also the process that ensures that those who are entitled to receive notification of when the DCO application has been accepted for examination, can do so, so that you can make sure your interests are represented in the examination process

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

If you are an owner, a leaseholder, a tenant or an occupier you will have a legal interest in the property or land. If there is a mortgage or other financing on the property or land, the lender will also have a legal interest.

This also includes anyone who holds an option to purchase land or rights over land, for example, private rights of way, rights for pipes, cables and other services, sporting rights, rights to receive payments in respect of land or the benefit of restrictive covenants. If you are unsure, please let us know.

### I have a house or flat, I don't have 'land', do you still need information from me?

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

### Does this mean that I need to sell my property to Heathrow soon?

If Heathrow has written to you asking to Register Interest in its future property compensation schemes and Home Relocation Support Service, a home that you own or live in will have been identified as being within the boundary of an area within the proposed expanded airport referred to as the Compulsory Purchase Zone. This is an area of land that includes all residential properties currently anticipated to be required by Heathrow as part of its expansion proposals. Heathrow will launch its property compensation schemes and Home Relocation Support Service to these residential property owners later in 2026 and communicate clearly what this may mean for them and the options available to them.

It is important to know that the process of Land Referencing extends beyond locations in which we may need to acquire properties or land.

# Land Referencing Process

## Who will carry out the Land Referencing?

The Land Referencing required for the proposed expansion of Heathrow will be coordinated in your area by one of our trusted, professional firms. WSP UK Limited is part of a major global company and is the UK's largest provider of Land Referencing services in the UK. WSP is experienced at helping people with a legal interest in property or land to complete the information required for Land Referencing and also experienced at managing large quantities of land information and data.

## How is Land Referencing carried out?

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

You are asked to confirm your interest in the property or land shown in the Land Plan and review and update the details in the Land Interest Questionnaire.

We also ask if you are aware of any other legal ownership or interests in the property or land and, if you are able to do so, to provide additional information in respect of such interests. We ask that you complete and return the questionnaire. These will then be recorded and the team at WSP will be in touch if information needs further clarification. If we do not hear from you, WSP will be in touch to confirm that you have received the information and to see if you need any help in completing the questionnaire or the subsequent Confirmation Schedule, which is sent out after the Land Interest Questionnaire to confirm interests or list changes that occurred after filling in the Land Interest Questionnaire.

## Can I provide this information electronically?

You can complete the Land Interest Questionnaire or Confirmation Schedule online by using the information in the 'Online access' box on page 1 of the Land Interest Questionnaire. If you wish to, you can submit a scanned response by email to the team at WSP at [heathrow@wsp.com](mailto:heathrow@wsp.com).

## What information will you need from me?

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

1. Name/ trading name / company name;
2. Home Address/ registered company address;
3. Email address;
4. Contact address and telephone number;
5. Land interest/ownership status and details; and
6. Any additional items of information which you provide to Heathrow as part of the Land Referencing activities.

In addition to the information above, Heathrow may collect unique online identifiers such as IP addresses, which are numbers that uniquely identify a specific computer or other network device on the internet. For more information on 'cookies' please visit the Privacy hub at:

[www.heathrow.com/privacy-notice/expansion](http://www.heathrow.com/privacy-notice/expansion)

## What happens if I do not return the Land Interest Questionnaire or the Confirmation Schedule?

If we do not hear from you, we have asked WSP to contact you either by phone or email where we hold contact details, to confirm that you have received the information and to see if you need any help in completing the questionnaire or Confirmation Schedule. They will be able to answer any questions you have regarding the process. If needed, where we have been unable to make contact, members of our team at WSP may visit your property or land identified in the questionnaire to ensure we are addressing the correct people or organisation and, if you are happy to do so, to assist in the completion of the requested information. In certain limited circumstances, if we cannot confirm the information, we may need to apply to the Planning Inspectorate for a statutory request for information.

## Why has WSP contacted me?

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

## How do I check this is not a scam?

If you have any doubts, please contact the Heathrow team at WSP at [heathrow@wsp.com](mailto:heathrow@wsp.com) or contact the Land Referencing Freephone number **020 3116 6215**.

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

## Can I include my opinion on the proposals?

By completing the Land Interest Questionnaire or Confirmation Schedule, it does not mean that you agree or disagree with the proposals for expansion of Heathrow Airport.

Heathrow will undertake consultation on its expansion proposals, which is an opportunity to share opinions and feedback with Heathrow.

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

Heathrow is not able to provide payment to complete the forms.

# Land Referencing – Your Information

## Where have you got my information from?

The information has been sourced mainly from public records, such as HM Land Registry, from completed Land Interest Questionnaires, or any information you may have provided to us through our Registration of Interest Form that we posted to you in March. If there are errors in the information we hold, it may be because HM Land Registry has not been updated. Please let our team at WSP know if you think any of the information is incorrect, so we can ensure our records are updated.

## How will Heathrow use the information it collects about me?

Your information will be used for the purpose of fulfilling our statutory obligations in connection with Heathrow expansion, including to contact you to keep you informed of our plans, and also to engage further with you in connection with developing and progressing those plans. A limited amount of information will be used by Heathrow to produce statutory documents that are required by law. This includes a Book of Reference, which is submitted as part of the DCO application and will be a publicly available document (see below for details on the Book of Reference). If you provide us with a mortgage reference, then this will be shared with the lender or mortgagee to help them to check their details when we send them the consultation information or statutory notices.

## Who will have access to my information?

Heathrow and trusted third parties will have access to your information for the purposes set out above. Your information will be held by WSP, on Heathrow's behalf, in a secure database. For further information, please see the section on Data Protection below. Apart from the information published in the Book of Reference, we will keep information received from you within Heathrow and our trusted third parties except where disclosure is required or permitted by law, for example to government bodies and law enforcement agencies or (in the case of your mortgage reference) to your lender or mortgagee.

## Will my information be made public?

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

## What is the Book of Reference?

The Book of Reference will be required as part of the DCO application to be submitted to the Planning Inspectorate in line with the Planning Act 2008. The Book of Reference sets out who we understand has a legal interest in land

within our project boundary or in a location that may be affected by the proposed Heathrow expansion. Those listed in the Book of Reference receive a notice advising them that the application has been accepted for review and advising how to make representations in respect of their property or land.

We have a legal duty to make the Book of Reference available for inspection by the public. It is also disclosed to the Planning Inspectorate and they may decide to publish the information. The Book of Reference is required by law to include the name and address of the person or company which has an interest in the property and the nature of the interest. The Book of Reference will not include telephone numbers or email addresses of anyone listed.

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

## How long will Heathrow keep my information?

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

## Data protection

For further information about Heathrow's use of your personal data, and the rights which you have, please visit the Privacy hub on the Heathrow expansion website at [www.heathrowexpansion.com/privacy-hub/](http://www.heathrowexpansion.com/privacy-hub/) and see also the Land Referencing or contact the Heathrow Data Protection Officer at [privacy@heathrow.com](mailto:privacy@heathrow.com) or by post at: Privacy Requests, Office of the DPO, Heathrow Airport Ltd, The Compass Centre, Nelson Road, Hounslow, Middlesex, TW6 2GW.

Please contact us if you require a printed copy of our online privacy policy.

## I want to understand more about the Land Referencing process, who should I contact?

You can send an email to [heathrow@wsp.com](mailto:heathrow@wsp.com) or contact the Land Referencing freephone number **020 3116 6215** if you require more information about the Land Referencing process. Please note that these contact details relate specifically to queries about Land Referencing.

If you need a copy of this in Arabic, Hindi, Polish, Punjabi or Urdu, please contact:  
Heathrow's Community Relations Team on **0800 307 7996**.

अगर आपको इसकी हिंदी में एक कॉपी चाहिए,  
तो कृपया हमारी कम्युनिटी टीम से संपर्क करें।

Jeśli potrzebujesz kopii tego dokumentu  
w języku polskim, skontaktuj się z naszym  
zespołem ds. społeczności.

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸਦੀ ਕਾਪੀ ਦੀ ਪੰਜਾਬੀ ਵਿੱਚ ਲੋੜ ਹੈ, ਤਾਂ  
ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੀ ਕਮਿਊਨਿਟੀ ਟੀਮ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

إذا كنت بحاجة إلى نسخة من هذا النص باللغة العربية،  
يُرجى التواصل مع فريق المجتمعات لدينا.

اگر آپ کو اردو میں اس کی کاپی درکار ہو تو براہ کرم  
ہماری کمیونٹیز ٹیم سے رابطہ کریں۔

**For more information on Land Referencing,  
please contact the Heathrow team as WSP:**

Email: [heathrow@wsp.com](mailto:heathrow@wsp.com) or Call: **020 3116 6215**