

Frequently Asked Questions

What happens if I want to buy a piece of Council owned land?

The Council must decide if it wishes to sell or keep the area of land. This involves an internal process of consultation with Council Officers and Ward Members before a decision is made and before any negotiations can take place. Generally, we don't sell Public Open Space but we would consider an application by conducting a thorough report.

What do I do if I want to purchase Council owned land or wish to apply to the Council regarding another land matter?

Your application must be submitted using the online form identifying the land/property, stating why you wish to purchase the land/property and its intended use, or what you wish the Council to consider, together with the non-refundable administration fee.

What are the payment methods for the fees?

We accept all major credit and debit cards except American Express.

What happens once I have made my application?

We will acknowledge receipt of your application and follow the process set out in the table below.

Summary of Fees and Timescales				
Stage		Fee required?	Anticipated timescale of each stage	Will I be notified when my application has reached this stage?
1	Enquiry form submitted	Yes £50 + VAT	Immediate	Yes
2	Brief preliminary assessment	No	8 weeks	You will only receive confirmation at this stage if your application cannot proceed to stage 3
3	Application form submitted	Yes £450 + VAT	Immediate	Yes
4	Confirmation of application and fee received	No	Immediate	Yes
5	Consultation Process 1	No	6 weeks plus	At the end of stage 4 you will be notified that your application is progressing to stage 5, you will not receive a separate notification at this stage.

6	Outcome of Consultation 1	No		You will only receive confirmation at this stage if your application cannot proceed to stage 7
7	Consultation Process 2	Yes £750 + VAT		Yes, at this stage you will be notified if you application can proceed or not. If your application can proceed we will request payment of fees to allow your application to progress to the next stage. Please note if payment is not received within 14 days your application may be closed and you will need to reapply.
8	Confirmation of preliminary advertising and legal fees received	No	7 days	Yes
9	Statutory Advertising and Sale Proceedings:	Yes	8 weeks	All further communications will take place between the councils solicitors and the applicant or their solicitor
	• Surveyor's/ legal Fee	approximately £550 + VAT		
	• Advertising costs	approximately £500 + VAT		
	• Price of land	£TBC + VAT		

What will happen next?

You will be notified in writing at the end of each stage within the agreed timescales.

Why do we need so many consultations?

This is our statutory and legal requirement to consult at various stages with all potential stake holders. If no objections have been received the sale can proceed.

All this seems very complicated and to take a long time. Is there no easier way?

I'm afraid not. The Council has legal obligations in the sale of land/property and other land transactions.

This explains many things that may have to happen before a decision can be made but please bear in mind that they may not all apply to your particular application or other issues may be brought to light during the consultation.

This will not become evident until each stage is reached, so at the outset it is not possible to predict the exact time it will take to reach a decision.

What happens if my application is refused?

If the decision is to refuse your application, you will be advised in writing.

Do I need a solicitor?

We would advise you to take independent legal advice.

Who is responsible for all planning matters?

It is the applicant's responsibility to conduct all planning enquiries and satisfy themselves that all planning matters are resolved and in place. This is in addition to making this application for purchasing land.