



CB PROPERTY

APPLICATION FOR THE PURCHASE OF ADDITIONAL LAND

Name of applicant:.....

Address:.....

Telephone No:.....

Reason land required:.....

.....

.....

Please attach sketch plan of the land you wish to purchase.

(this should include showing where the land is in relation to your property with approximate dimensions. Indicate any fencing or other boundary treatment proposed with style and estimate heights).

Once CB Property has verified the validity of your application, you will need to submit a separate application for Planning Permission through the local planning authority. CB Property will not be able to provide a response to your request until the outcome from your Planning Application is concluded.

Please pay careful attention to the attached notes and flowchart provided general guidance on the process. An application with an illegible plan may cause delay or invalidate the request.

NOTE: PLANNING PERMISSION MUST BE SOUGHT SEPARATELY FROM THE LOCAL PLANNING AUTHORITY. The land will not be transferred until full Planning Permission is sought and granted.

I attach a cheque in the sum of £150.00 as processing fee.

Applicant's signature.....

Date.....

Please note that by signing and returning this application form you agree to be bound by the attached notes to applicant.

**Return to: CB Property, Corby Borough Council, Deene House,
New Post Office Square, Corby, Northants NN17 1GD**

(* NOTE – The Council will be unable to process your application if you do not own your home or if you have purchased your property on a leasehold basis. If you are unsure, please seek advice from your Surveyor or Solicitor)



CORBY BOROUGH COUNCIL

REQUEST TO PURCHASE ADDITIONAL LAND NOTES FOR APPLICANTS

1. You must own the property immediately adjacent to the land you wish to purchase. If you do not, your application cannot be processed.
2. The Council will not accept an application from anyone who is not a freeholder, or virtual freeholder (999 year lease).
3. Your application will not be processed unless accompanied by the appropriate fee of £150 (including VAT) which is a non-refundable payment towards the Council's administration and consultation costs. If a Land Registry Search is required, this will be charged separately and in addition to the surveyors fee.
4. Consultations will take place with service areas in the Council. Your Ward Councillors will also be consulted and any of the above may wish to consult and discuss the application with your neighbours.
5. The consultation will be undertaken as swiftly as possible but no feedback will be issued until the outcome of Planning Permission is concluded.
6. Each application will be considered on its individual merits. In arriving at its decision the Council will consider the impact of any sale upon the management and maintenance of the Estate, the loss of open space (if any) involved, the wider public benefit or potential disbenefit and environmental impact. **It is your responsibility to consult the local planning authority.** No sale will be actioned where the local planning authority objects to a change of use.
7. Where a change of planning use is required and the local planning authority does not raise an objection then any agreement to sell the land applied for will be subject to contract until planning permission has been granted.
8. If the Council is prepared to sell you the land applied for, it will value it based on its intended use. A further charge of £350.00 is payable before a price for the land can be supplied. Heads of Terms for the sale will then be issued.
9. Should an application proceed to contract, an external Solicitor may be appointed with all associated costs being recharged to the purchaser. Depending on the land, this could be up to the value of £1,000.00 +VAT.
10. You are advised to seek professional advice at all stages of the application process.
11. The Council is under no obligation to sell you the land applied for and reserves the right to withdraw the land from the sale at any time. In the event that your application is rejected in the first instance, or you are unable to agree the Heads of Terms offered, you may request a review of your application by the Head of CB Property.



Application Checklist

Tick if Yes

- | | | |
|----|--|--------------------------|
| A) | Does the land in question abut land you already own? | <input type="checkbox"/> |
| B) | Do you own the freehold or a 999 year lease of your land/property? | <input type="checkbox"/> |
| C) | Have you included a sketch plan with your application? | <input type="checkbox"/> |
| D) | Have you read and do you understand the above notes? | <input type="checkbox"/> |
| E) | Do you have an Application form for Planning Permission? | <input type="checkbox"/> |
| F) | Have you enclosed the £150 application fee? | <input type="checkbox"/> |

If you have answered no to any of the above questions, please do not send in the application form, as it cannot be processed until all of the information is available.

Please note the Council has legal obligations to obtain best price for any land that it disposes of.

**If you require this information in an alternative format or language please contact
CB Properties on 01536 464053 or email cb.properties@corby.gov.uk**



APPLICATION FOR THE PURCHASE OF ADDITIONAL LAND

Officer Checklist

Tick if Yes

- A) Application land abuts applicants existing?
- B) Sketch plan sufficient to indemnify?
- C) Freehold/Long (999) Leasehold title confirmed?
- D) Ward Councillors consulted & replied
- E) Tree and Landscaping consulted & replied
- F) Neighbourhood Pride consulted & replied
- G) Culture and Leisure consulted & replied
- H) Neighbours consulted & replied
- I) Applicant supplied evidence that Planning Permission is being sought

Note that each box must be ticked before application can be processed.

Date Application Received.....

Case Officer.....



Privacy Notice

As a Local Authority, Corby Borough Council processes a considerable amount of information, including personal data about the citizens it serves, to allow it to provide services effectively. The Council recognises that this information is important to their citizens and that it has a responsibility to these citizens regarding the information it holds about them. As such, it takes seriously its responsibilities to ensure that any personal information it collects and uses is done so proportionately, correctly and safely and is committed to protecting the privacy and security of those individuals.

A copy of Corby Borough Councils privacy notice can be found in The One Stop Shop, The Cube, Parklands Gateway, George Street, Corby, within our Leisure facilities, online at www.corby.gov.uk or by telephoning Customer Services on 01536 464000 and a copy can be posted out to you.