



**PROPERTY SERVICES**

**APPLICATION FOR THE PURCHASE OF ADDITIONAL LAND**

**Name of applicant:**.....

**Address:**.....

**Telephone No:**.....

**Email Address:**.....

**Reason land required:**.....  
(please give as much detail as possible)

.....

**How will you encompass this land:**.....  
(e.g. 4 foot wooden slat fence)

.....

Please attach a sketched plan of the land you wish to purchase including where the land is in relation to your property, with approximate dimensions and notable street furniture, trees etc. Indicate any fencing or other boundary treatment proposed.

**PLEASE PAY CAREFUL ATTENTION TO THE ATTACHED NOTES.  
REQUESTING TO PURCHASE ADDITIONAL LAND WITH AN ILLEGIBLE PLAN  
MAY CAUSE YOUR APPLICATION TO BE DELAYED OR INVALID.**

**NOTE: PLANNING PERMISSION MUST BE SOUGHT SEPARATELY FROM THE  
LOCAL PLANNING AUTHORITY AT THE APPLICANTS EXPENSE.**

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: Property Services, North Northamptonshire Council, Corby  
Innovation Hub, Bangrave Road, Northamptonshire NN17 1NN**

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



**North  
Northamptonshire  
Council**

## **PROPERTY SERVICES**

### **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 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 application 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 in any event you will receive a reply in not more than three months.
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. The local planning authority will be consulted. No sale will be actioned where the local planning authority advises that a change of use consent will be required and objects to such 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 and send you Heads of Terms for the sale.
9. Should an application proceed to contract, you may be required to pay a further £350 (plus VAT where applicable) to the Council to cover its Surveyor Fees.
10. The Council's legal fees of £500.00 (plus VAT where applicable) and land value are payable only once the Transfer Document has been agreed and completed.
11. You are advised to seek professional advice at all stages of the application process.
12. 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 Property Services.



**Application Checklist**

**Tick if Yes**

- A) Does the land in question abut land you already own?
- B) Do you own the freehold or a 999 year lease of your land/property?
- C) Have you included a measured sketch plan with your application?
- D) Have you read and do you understand the above notes?
- E) Have you enclosed the £150 application fee?

**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  
Property Services on 01536 464651/464117 or email  
[propertyservices.cbc@northnorthants.gov.uk](mailto:propertyservices.cbc@northnorthants.gov.uk)**



**APPLICATION FOR THE PURCHASE OF ADDITIONAL LAND**

**Officer Checklist**

**Tick if Yes**

- |    |  |                          |
|----|--|--------------------------|
| A) | Application land abuts applicants existing?    | <input type="checkbox"/> |
| B) | Sketch plan sufficient to indemnify?           | <input type="checkbox"/> |
| C) | Application fee enclosed?                      | <input type="checkbox"/> |
| D) | Freehold/Long (999) Leasehold title confirmed? | <input type="checkbox"/> |
| E) | Ward Councillors consulted & replied           | <input type="checkbox"/> |
| F) | Planning consulted & replied                   | <input type="checkbox"/> |
| G) | Engineer consulted & replied                   | <input type="checkbox"/> |
| H) | Neighbourhood Pride consulted & replied        | <input type="checkbox"/> |
| I) | Culture and Leisure consulted & replied        | <input type="checkbox"/> |

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

**Date Application Received.....**

**Case Officer.....**