

## **PLR (Purchase, Lease, Rental) Application Process Guidance**

In order to apply to purchase, lease or rent land from the Council you must submit an application in writing or complete the online PLR form found [here](#).

*It is strongly advised that you ensure the land you are applying for is Council owned prior to submitting an application. Land Registry details on ownership can be obtained for small charge through the following link: <https://www.gov.uk/search-property-information-land-registry>*

Including postcodes and maps with clear boundaries for the land you intend to acquire will help speed up the application process. **Please note the minimum amount for council owned land is £1000 when purchasing, and £200 per annum when leasing/renting.**

Once your application is received and the land is confirmed to be in council ownership, you will be asked for payment of the application fee. After payment has been received, an acknowledgment letter will be sent which details the process and the application will proceed to stage one.

Stage one involves a preliminary investigation of the site and internal consultation on any apparent issues that arise from inspection. Should the application gain stage one approval, it will move on to stage two. You will receive notification of the stage one decision in writing. If the land has not been valued within the last 12 months, it will need to be valued by an independent RICS valuer; this will incur a minimum cost of £300 +VAT to the applicant.

Stage two involves further investigation into the land, further site inspections, full title searches, Ward Councillor consultation and advertisement of the land (if necessary). If approval is gained following formal consultation, the application will proceed to the final stage.

At the final stage, terms of sale/rental will be offered based on full open market value. Once the terms have been agreed the application will be formally approved by the council, under delegated powers. Following receipt of approval, both parties will instruct their legal representation.

<b>Breakdown of Costs to Applicant (Including VAT unless otherwise stated)</b>	
Application fee	<b>£150</b> (£13 for registered charities/CIC)
Valuation fee	Minimum <b>£300</b> (Excl. VAT)
Licence fee	<b>£78</b> (£13 for registered charities)
Legal fee	Minimum <b>£350</b>
Planning fees	Please obtain further information from Development Control.

Please note that if the Council does not receive a response from an applicant within a 6 month time period, the application will be closed at the council's discretion.

If interest from more than one party is received regarding the same piece of land the Council will invite sealed bids/tenders from the interested parties. If an applicant is not successful following this process, their application fee will be refunded.