

Appendix 1

PROCEDURES FOR DEALING WITH SMALL LAND SALES

1. Housing and Estates Service (Neighbourhoods) or Estates Team (Asset Management Service) receives an enquiry from customer to purchase land.
2. The relevant Officer determines the area of the subject land and purpose for what the enquirer wishes to purchase land for.
3. The Officer establishes the land value based on the table below but with a minimum land value threshold of £2,000. (For example for Garden Purposes, say an area of 62 m² would equate to first 25 m² at £27.50 per m² (£687.50), second 25 m² at £25.00 per m² (£625) and remaining 12 m² at £22.50 per m² (£270) which would equate to an overall value of £1,582.50 say £1,600)

For Garden Purposes:-	Price per m ² (total value to be rounded up to nearest £50)
1 m ² to 25 m ²	£27.50
26 m ² to 50 m ²	£25.00
51 m ² to 100 m ²	£22.50
101 m ² to 200 m ²	£20.00
200 m ² and above	£17.50
For Car Parking or Garage	
1 m ² to 25 m ²	£50.00
26 m ² to 50 m ²	£45.00
51 m ² to 100 m ²	£40.00
101 m ² to 200 m ²	£35.00
200 m ² and above	£30.00
For Development or Extension	
1 m ² to 25 m ²	£100
26 m ² to 50 m ²	£90
51 m ² to 100 m ²	£80
101 m ² to 200 m ²	£70
200 m ² and above	£60

4. The Officer provides details of costs to enquirer including value of land, legal costs, planning costs and surveyors costs to determine whether enquirer wishes to proceed.
5. For Housing Land (HRA) enquiries the Housing and Estates officer will undertake initial consultation process with Housing colleagues, residents and Ward Members to determine if the land transfer can

proceed. When this has been completed the enquirer will fill in the application form and submit with £250 fee to cover the costs of carrying out planning and legal enquiries. The Housing and Estates officer will then instruct Estates Team to carry out the relevant departmental enquiries and provide an indicative valuation report. (If enquirer is not interested in purchasing land go to point 10).

6. For Non-Housing Land (General Fund) enquiries the Asset Management Team will undertake an initial consultation process involving the appropriate Ward and Cabinet Members. When this has been completed the enquirer will fill in the application form and submit with £250 fee to cover the costs of carrying out planning and legal enquiries. (If the enquirer is not interested in purchasing the land then go to point 10).
7. The Officer seeks relevant advice from Planning/Legal/Administering Service and then undertakes an Indicative Valuation Report. If land is viable for disposal, Heads of Terms are sent to enquirer which will include details of land cost and other relevant fees (legal, planning, etc).
8. Once the officer has received signed Heads of Terms from enquirer along with fee payment(s) the officer will firstly obtain delegated approval from the Assistant Director, Planning, Regeneration and Transport and then instruct the Council's Legal Department to deal with disposal of the asset.
9. If the enquirer does not wish to purchase the land (due to the price offered), the officer should ask the enquirer if they would alternatively wish to rent the relevant land on a garden land tenancy agreement. (This should only be offered if the proposed land use is for garden land or car parking).
10. If the enquirer is interested in taking on a garden tenancy the officer will work out an estimate of rent per annum based on the table below:-

For Garden Purposes:-	Rent per annum
1 m2 to 50 m2	£150
51 m2 to 100 m2	£200
101 m2 to 200 m2	£250
200 m2 and above	To be considered on application
For Car Parking Purposes:-	
1 m2 to 50 m2	£250
51 m2 to 100 m2	£300
101 m2 to 200 m2	£350
200 m2 and above	To be considered on application

11. If the enquirer then wishes to take on a garden tenancy the officer will issue a standard garden licence agreement for the enquirer to sign and set them up to be invoiced annually for the rent.