



SALE OF LAND TO HOUSEHOLDERS INFORMATION SHEET

This information sheet sets out how Southampton City Council will deal with applications from householders wishing to buy Council owned land adjacent to their house.

Initial Requirements

You must be the owner of the house adjacent to the land you wish to buy.

The proposed purchase must be for the incorporation of the land into the adjacent house. Restrictions will be imposed on the legal transfer to ensure this. Any sale will be conditional on you having obtained planning permission for your proposal.

Please be aware that this process is for small pieces of land which are not potentially capable of being independently built on or otherwise used. The Council will not ordinarily sell such plots.

Application

Your application must include the following information:

- Where the land and your property is. A plan identifying the land in question must be included. You may wish to use the council's interactive mapping system <http://www.southampton.gov.uk/WhereILive/MapSouthampton.aspx>
- Why you wish to buy the land.
- What you will use the land for including any proposals for building.
- Any other comments in support of your application.

An administration fee of £100 is required to be paid in order for the application to be processed. It should be paid by bank transfer and details will be provided once the application is received and we have confirmed that the Council own the land and we are able to consider the application. This fee is non-returnable whether or not the Council approves the application. An application will not be considered until the fee is received.

Applications may be submitted by post or by email to:

- Valuation & Estates, Southampton City Council, 1st Floor One Guildhall Square, Above Bar Street, Southampton SO14 7FP.
- commercialproperty@southampton.gov.uk

Following receipt of a completed application and application fee we will consult with relevant parties within the Council as to whether the land can be sold. If your proposed acquisition could affect other owners we may also consult them.

Each application will be considered on its individual merits. The Council will take into account among other things:

- Any Council proposals for the land in particular and the area in general.
- The impact of any sale upon the management and maintenance of the Estate,
- The loss of open space (if any) involved
- Potential impact on neighbours.
- The wider public benefit or harm.
- Environmental impact.

Terms of Sale

Once the consultation has been completed we will advise you of the outcome. If there are no objections to the application we will set out the price and other terms of sale. Conditions will be included limiting use of the land and any development in accordance with your proposal. Agreement to a sale and of the terms will be subject to formal Council approval.

Any sale will be conditional on you having obtained planning permission for your proposal (or providing confirmation from the Council's Development Control Planning Team that planning permission is not required). Once the sale has been formally approved you will therefore be required to apply for and obtain planning permission. The Council's Legal Services will only be instructed to prepare legal documentation for the sale when you have provided confirmation of the grant of planning permission.

The purchase price will be payable on completion of the sale. You will also be required to pay the Council's surveyors and legal costs of £650.

You will need to appoint your own solicitors to deal with the land purchase and provide their contact details to the Council. You will be responsible for their charges and disbursements as well as any other costs arising out of your purchase.

Planning Permission

It is probable that you will need to obtain Planning Permission to allow the land to be used for the benefit of your property rather than its current use.

You will be required to obtain planning permission for your proposal before the land is sold (or provide confirmation from the Council's Development Control Planning Team that planning permission is not required). If planning permission is refused the land will not be sold.

It is entirely your responsibility find out if planning permission is required and to apply for planning permission. A separate fee will be payable for any planning application. Full information is available on the City Council's website www.southampton.gov.uk/planning/.

The application for planning permission is an entirely separate process to the application for the sale of the land. Agreement in principle to the sale of the land should not be taken to mean that planning permission will be granted. Likewise, the grant of planning permission, or advice that planning permission could be granted, ahead of a decision by the Council to sell does not mean that the Council will sell the land.

You are strongly recommended to seek the advice of the Council's Planning Service on your proposal before submitting your application to buy the land.

Should you submit a planning application to include the Council's land, you must serve the appropriate notice on the Council. This should be addressed to Head of Capital Assets, Southampton City Council, Civic Centre, Southampton SO14 7LY.

Open Space

If you wish to purchase land held as Public Open Space, the Council is required to advertise the disposal in a local newspaper for two consecutive weeks and to consider any objections received. You will be required to pay these costs. If objections are received, these will have to be considered before a decision is made.

The Council is under no obligation to sell the land applied for and reserves the right to withdraw the land from the sale at any time prior to exchange of contracts. The Council reserves the right to review and amend this procedure and fees at any time.