

# Thame Town Council

## Disposal of Public Open Space Land Procedure

1. The resident must make a formal request to the Council which must include details of the proposed use of land together with any other relevant information including a map of the area. The request may be rejected if insufficient information has been provided and the applicant may be asked to resubmit their application with the relevant information.
2. If the request meets the Land Disposal Policy criteria a report must be presented to Council for a decision to be made by Councillors as to whether the sale can proceed or not.
3. The applicant is informed accordingly. It must be pointed out that all costs have to be met by the applicant if the sale is to proceed.
4. If the applicant is allowed to purchase the land a formal planning request must be made to the District Council for a Certificate of Lawfulness for proposed change of use from public amenity land to private garden. All planning costs involved are met by the applicant.
5. Once formal planning consent has been given, the Town Council will arrange for a formal valuation of the land; an advert will be placed in a local newspaper detailing the disposal of the land for two consecutive weeks and any objections received are taken into consideration.
6. A Report will be presented to Full Council detailing the value of the land and any comments received from the public for Councillors to formally agree for the sale to proceed.
7. Any request to purchase public open space will be subject to payment by the applicant of all costs incurred including the public notice, the Land Valuation Report, officer time, legal expenses and any other associated costs whether or not the transaction proceeds to completion.
8. The legal Change of Use document (?) must be signed by the applicant and then signed and sealed at Full Council.
9. All legal documentation will be drawn up by the Town Council's Solicitors and all legal costs will be met by the applicant.
10. The land will be transferred when all aspects of this process has been completed.