**Application to Purchase Land or Rights over Land owned by**

**Southern Housing**

Name ………………………………………………………………………………...

Applicants address …………………………………………………………………

………………………………………………………………………………………..

Contact telephone number ………………………………………………………..

Email address ………………………………………………………………………

Are you the tenant/owner occupier ………………………………………………

Location of land in question …………………………………………………...….

………………………………………………………………………………………...

Purpose of what the land will be used for ……………………………………….

………………………………………………………………………………………..

Comments in support of your application ………………………………………..

………………………………………………………………………………………...

I request you consider my application to purchase this land/rights over land and I enclose a cheque for £600 (inclusive of vat) made payable to Southern Housing as a

non-refundable application fee.

CHECKLIST (please tick boxes below):

[ ]  I have confirmed that Southern Housing owns the land I wish to purchase

[ ]  I have included a plan/sketch of the land (location) I wish to purchase with

 approximate dimensions and details

[ ]  I have included a cheque for £600 made payable to Southern Housing

[ ]  I understand that the minimum transaction value for the land is £10,000 (excluding

 costs, fees and disbursements). The Red Book Valuation, if greater will apply to the

 sale.

[ ]  I understand this is an application to purchase the land, not a legally binding contract.

Signed ………………………………………….. Date ……………………………..……………

Please return this form to: Southern Housing,

Disposals – Strategic Asset Management Team,

Mosaic East,

Stephenson House,

2 Cherry Orchard Road,

Croydon, CR0 6BA

**Notes to Support Land Purchase Enquiry**

Southern Housing hold map details showing the boundaries of land we own. If you accurately describe the precise location of the land concerned, we can identify if we own the land.

**What if I want to know who owns private property?**

Contact Land Registry to obtain the relevant enquiry form. **Please note** if the land concerned is unregistered, the Land Registry will not be able to assist you.

**What information do I need to give you?**

Before we can tell you whether Southern Housing owns a particular property or area of land, we need to know the boundaries of the land, and if possible, the full postal address. Boundaries are often difficult to describe precisely over the telephone without looking at a detailed map. A member of staff may be able to look at the area and identify boundaries fully. We should be able to tell from a telephone enquiry whether Southern Housing owns the land nearby, but for a more precise answer submit a plan showing the exact boundaries of the land by post or mail.

**Is there a charge for this information?**

There’s no charge for the initial identification of an area.

**How long will it take you to find out the information I have requested?**

This depends on demand, also upon Southern Housing receiving a detailed plan. If you’ve provided all necessary details, we’ll normally respond within 4 weeks. In certain cases of land ownership, the enquiry may take longer.

**Guidance Notes**

Guidance notes for applications to purchase small areas of land or rights over land owned by Southern Housing. You should follow the guidance notes below if you wish to purchase land or rights over land owned by Southern Housing

1. Contact Southern Housing to confirm we own the land you wish to purchase (garden land in the London region, will not be consider for disposal).
2. Once it has been confirmed that Southern Housing owns the land you wish to purchase, fill in the application form. Complete the form as fully as possible including:
* A plan/sketch indicating the area of land you wish to purchase
* Approximate dimensions of the land you wish to acquire. The easiest way to identify a piece of is by reference to Ordnance Survey maps.
1. To process your application, we require a non-refundable application fee of £600 (inclusive of vat). This fee is to meet our administrative costs.
2. Send the completed application form, information, and cheque to:

*Southern Housing, Disposals – Strategic Asset Management Team,*

*Mosaic East, Stephenson House, 2 Cherry Orchard Road, Croydon, CR0 6BA*

1. On receipt of your completed application form, we’ll confirm receipt of the form. The process to investigate takes approximately 4 weeks, but for more complicated cases this period may take longer.
2. Once the investigation has finished, we’ll write to you outlining the results. If we’re unable to sell the land to you, we’ll provide the reasons in the letter. If we’re able to proceed with the sale then we’ll forward proposed sale terms to you, subject to agreement of the price of the land. This may include a covenant restricting the use of the land.
3. If you agree with the terms and conditions, we’ll need you to confirm this in writing and at that point pay for the valuation of the land, approximately £300.00 plus vat (varying on a case-by-case basis).
4. **The minimum transaction value for land is £10,000** (excluding costs, fees and disbursements). The Red Book Valuation, if greater will apply to the sale.
5. Once the valuation has been received, we will share the valuation with you. If following this you choose not to proceed with the purchase, nothing further will be payable but please note any fees already paid will **not be refunded.**
6. If you wish to proceed based on the valuation, we’ll need you to confirm this in writing. In addition to the purchase price of the land you be liable for the payment of Southern Housing’s legal cost at a fixed fee of £850.00, usually payable on completion. We’ll send documents relating to the sale to Southern Housing’s Solicitor, who’ll prepare a transfer, for your approval. Because we use our

in-house legal service team there is no vat payable on our legal costs.

1. If you appoint your own solicitors, you will also be responsible for their costs.

You don’t have employ a Solicitor to deal with the purchase, but we recommend you seek independent legal advice. If you don’t employ solicitors, we will require you to pay our legal costs in advance. Our Solicitors will not be able to act on your behalf or provide any legal advice.

1. In some instances, there may be the need for a land registry compliant plan to accompany the Transfer deed of the land. You will be responsible for the fee for producing the plan which will be approximately £370 (plus vat).
2. Your potential use of the land may require planning permission for change of use and there may be an additional fee payable for this. It will be your responsibility to obtain planning permission, if required.

**Important Information** - **Please note:**

Certain pieces of land may appear vacant and unused, but in fact, they’re held for strategic reasons. It’s unlikely we’d sell sites of strategic importance. Some areas of land may have title restrictions, and this may mean we’re unable to dispose of them.

Southern Housing wishes to achieve best value for all disposals of land. This usually includes offer the land for sale on the open market. However, we may justify a private sale without marketing in the following circumstances.

1. The land is relatively small and an adjoining or closely located landowner is the only potential or likely purchaser.
2. The nature of Southern Housing land ownership, and of the surrounding land ownership, is such that the land must be sold to adjoining or surrounding landowners if best consideration is to be obtained.
3. Southern Housing corporate objectives and best consideration are achieved by a sale to a particular purchaser.
4. The Purchaser has a particular interest in purchasing the land or a particular association with the land and marketing the property may cause undue hardship or unrest for a particular purchaser.
5. The sale of the land to a party other than a particular individual would affect the individual substantially and detrimentally.