



LAND REQUEST FORM

Please enter the required information clearly in the form provided and return it the Head of Law, Council Offices, Kiln Road, Thundersley, Benfleet, Essex SS7 1TF

PLEASE NOTE

In order to process your application an initial application fee of £100 must be paid prior to any work being commenced.

Payment can be made by bank transfer or cheque, please make cheques payable to Castle Point Borough Council.

<u>Section A – DETAILS OF THE APPLICANT</u>	
NAME	
ADDRESS	
DAYTIME TELEPHONE NUMBER	
E MAIL ADDRESS	
<u>Section B – LOCATION OF THE LAND AND PROPOSED USE.</u> <u>NB: Please provide a google maps print out or photos of the land.</u> <u>Please include a sketch plan which identifies the land and appropriate measurements</u>	
<u>If disposal to community organisation provide business plan evidencing community benefits</u>	
<u>Section C – Signature:</u>	
Date:	

Applications are processed as quickly as possible, but it can be months before an application can be processed and a decision made.

Advisory Note:

It is advised that you check with the Land Registry in the first instance prior to making an application to the Council. If the land is not owned by the Council the application shall be refused, but you will still be charged the initial application fee of £100.

Please find below a link to the Land Registry Website.

<https://www.gov.uk/government/organisations/land-registry>

Additional Fees

If your initial application is successful there will be additional costs involved in completing your request for example; survey/valuation fees, legal drafting costs and publication notices.

If you wish to pay by bank transfer our details are:

Account name: Castle Point BC no.1 Account
Account number: 00463301
Sort code: 30-91-56

Lloyds Bank plc
Sidney Street Cambridge Branch
CSC Department 2534
1 Legg Street
Chelmsford
Essex CM1 1JS

Please reference it as: AMT – (please enter surname)