

PLANNING APPLICATION ONLY

OWNERSHIP CERTIFICATES AND NOTICES

NOTES

The **Agricultural Holding Certificate** and one of **Certificates A, B, C or D**, must be completed, **signed** and returned with the application forms. Please strike through // the unused Certificates. Further ownership certificates are not required for reserved matters applications.

Use: Certificate **A** only if you are the **sole owner** of all the land included within the site.
 Certificate **B*** if you can give the appropriate notice to all other owners of land within the site.
 Certificate **C*** if you cannot trace all the other owners, but can identify one or more.
 Certificate **D**** if you cannot trace any of the other owners.

* In the case of **Certificates B and C**, copy and serve **Notice 1 on the reverse of this form** on any owners.

** In the case of **Certificate D**, publish the content of **Notice 1** in the local newspaper with the widest circulation in the area where the proposal is located.

Owner means a person having a freehold interest or a leasehold interest, the unexpired term of which is not less than 7 years.

1 AGRICULTURAL HOLDING CERTIFICATE Must be completed, signed and dated for all applications regardless of location / proposal.

None of the land to which the application relates is, or is part of, an agricultural holding [please sign and date below].

Or
 I have / the applicant has given the requisite notice to every person other than my / him / herself who, on the day 21 days before the date of this application was a tenant of an agricultural holding on all or part of the land to which the application relates as follows. **If no Tenant write 'No Tenant' in the box.**

TENANTS NAME

DATE NOTICE WAS SERVED

ADDRESS AT WHICH NOTICE WAS SERVED

SIGNED

DATE

2 CERTIFICATE A

I Certify that: on the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner of any part of the land to which the application relates.

SIGNED

DATE

3 CERTIFICATE B

I Certify that: I have / the applicant has given the requisite notice [Notice No.1, below] to everyone else who, on the day 21 days before the date of the accompanying application, was the owner of any part of the land to which the application relates, as listed below. [Complete and detach **Notice Number 1** below and serve on the owner/s].

OWNERS NAME

DATE NOTICE WAS SERVED

ADDRESS AT WHICH NOTICE WAS SERVED

SIGNED

DATE

4 NOTICE 1 To be detached / copied and served on each owner, or published in the local press where individuals cannot be identified

PROPOSED DEVELOPMENT / Take Notice that an application for Planning Permission is being made to Stafford Borough Council

AT *[Address or location to which the development relates]*

BY *[Name of applicant]*

FOR *[Description of the proposed development]*

Any owner of the land or tenant who wishes to make representations about this application, should write to the Head of Planning and Engineering Services at the Civic Centre, Riverside, Stafford, ST16 3AQ by the date 21 days from the date given below.

SIGNED

DATE

NAME *[print]*

ON BEHALF OF



5 CERTIFICATE C I Certify that: Please strike through / / the unused.

1] I / the applicant cannot issue a Certificate A or B in respect of the attached application.

2] I / the applicant have / has given the requisite notice to the persons specified below being persons who on the day of the 21 days before the date of the application, were owners of any part of the land to which the application relates.

OWNERS NAME

DATE NOTICE WAS SERVED

ADDRESS AT WHICH NOTICE WAS SERVED

3] I / the applicant has taken all reasonable steps open to find out the names and addresses of the other owners of the land, or part of it, and have / has been unable to do so. These steps were as follows:

DESCRIPTION OF STEPS TAKEN

4] Notice of the application, as attached to this Certificate [Notice No. 1] has been published in the:

Name of Newspaper circulating in the area where the land is situated

Date of publication [which must be not earlier than the day 21 days before the date of the application / appeal]

SIGNED

DATE

6 CERTIFICATE D I Certify that: Please strike through / / the unused.

1] I / the applicant(s) cannot issue a Certificate A in respect of the accompanying application.

2] I / the applicant(s) have / has taken the reasonable steps to find out the names and addresses of everyone else who, on the day 21 days before the date of the application was the owner of any part of the land to which the application relates, but have / has been unable to do so. These steps were as follows:

DESCRIPTION OF STEPS TAKEN

3] Notice of the application, as attached to this Certificate [Notice No. 1] has been published in the:

Name of Newspaper circulating in the area where the land is situated

Date of publication [which must be not earlier than the day 21 days before the date of the application / appeal]

SIGNED

DATE