

Client Directorate confirms property / site is vacant and surplus to requirements.

Meet Client Directorate on site – assess internal & external condition. Confirm all services (if appropriate) are disconnected. Ensure client directorate pays all outstanding bills prior to handover.

Obtain a copy of the written approval for the disposal of property/site from Client Directorate.

Clarify the Authority's ownership & title

Consult with local member

If necessary, obtain Planning Permission & liaise with Highway Control

Instruct Survey section to prepare a scale plan / survey of land / building

Arrange sale of property via formal tender (or if appropriate private treaty / auction)

Prepare Sale Particulars

Draft Tender Documents.

Place advert in local/national property press.

Arrange viewings

Compare offers / bids and assess whether market value has been achieved.

Prepare Board Report / Delegated Powers

Subject to approval – instruct the legal section to complete conveyance and prepare plans.

Answer any further legal inquiries.

Receive notification of completion from Legal section.

Update TPMS / Asset Register

All holding cost expended prior to disposal e.g. Security, planning application etc. will be recoverable by the Environment Directorate from the capital receipt.

Property will be sold without any conditions imposed by the Client Directorate e.g. Method of Sale or conditions imposed on purchaser.