

## Certificates of Ownership for Planning Applications

Because an application will not be valid if the Certificates are incorrect or Notice is served incorrectly, it is imperative that great care is taken in their completion. One of Certificates A, B, C or D is required, together with the Agricultural Holdings Certificate *which is required in all cases*.

The certificate and declaration should be signed and dated as applicable and this date must not be more than 21 days before the submission and receipt of the application by the local authority.

- Certificate A

This applies only where the applicant is the **sole owner** of the site.

If the site is owned by a couple, married or unmarried, or by any other party see note\* under the Certificate B section below.

- Certificate B

Where the applicant does not own the whole of the site, (or is a joint owner) a declaration that Notice has been served on the other owner(s)\* is required. The name and address of the person(s) on whom Notice has been served should be listed, together with the date on which the Notice was served (*which must not be later than the date of the application declaration nor earlier than 21 days prior to the submission of the application*).

\*NB this would also include a couple, married or unmarried. For example if the applicant is stated as the husband alone, a Notice must be served on the wife. If the applicant is stated as Mr and Mrs ... and they are the only owners together, then notice does not need to be served.

- Certificate C

For use as with Certificate B above except that not all of the owners are known. Those which are known should be listed and an advertisement placed in a local newspaper, the publication date of which must be no more than 21 days before the submission of the application.

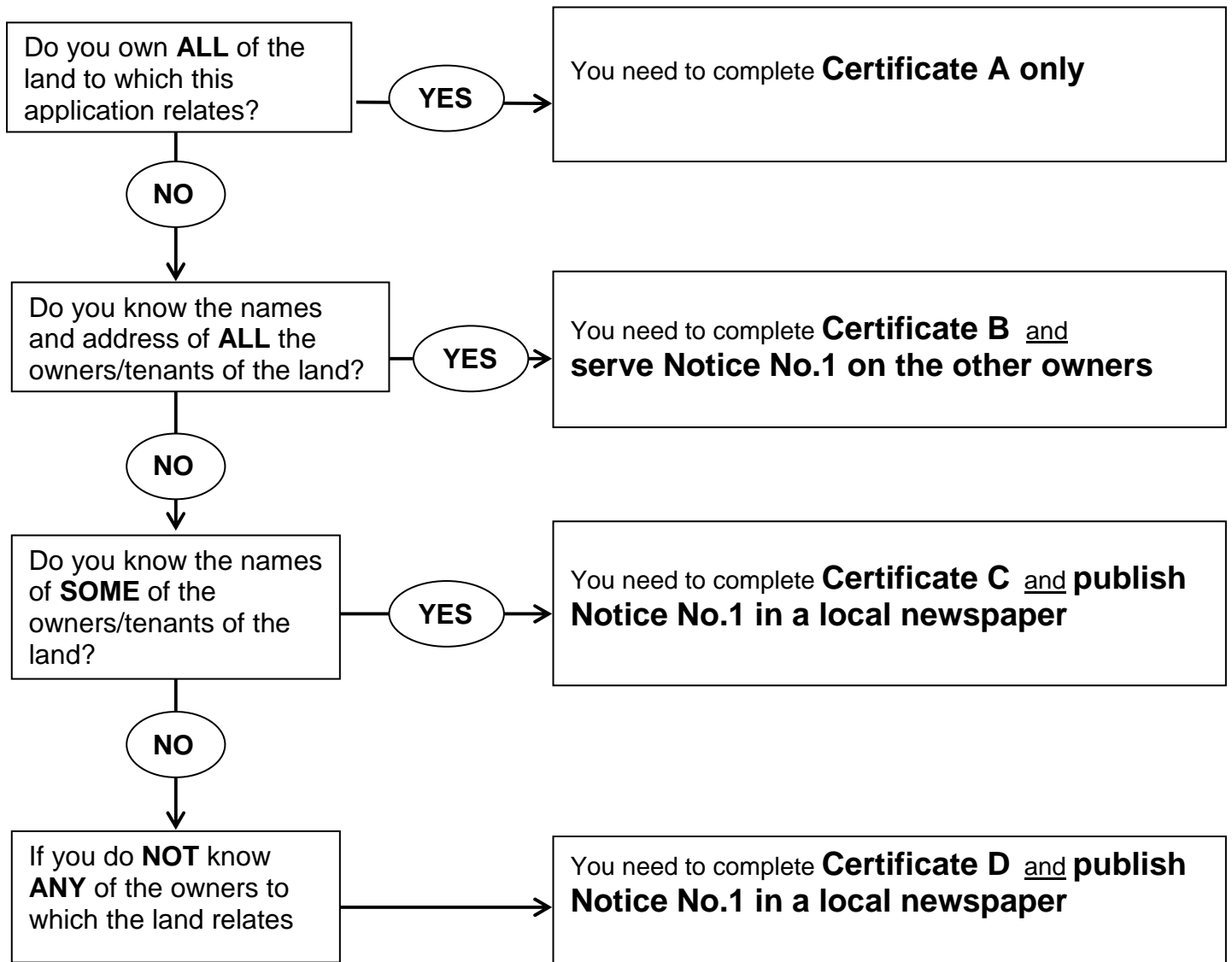
- Certificate D

As with Certificates B and C but where none of the other owners are known. A statement of any steps taken to identify the owners is included, together with the date of publication of the advertisement in the local newspaper (which must not be more than 21 days before the submission of the application).

- Agricultural Holdings Certificate

This is now incorporated into the Ownership Certificates

**Which Certificate do I submit with my planning application?  
And how do I serve Notice?**



# NOTICE No.1

## SECTION 66, TOWN AND COUNTRY PLANNING ACT 1990

Articles 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

**Ensure this Notice is served on any other Owner(s)\* or Tenant(s)\*\* of the land or publish in a local newspaper if their names are not known. Do not return this Notice to the Local Planning Authority unless they are the Owners of the land**

<b>Proposed development at :</b>	<b>Site Address</b> <input type="text"/>
<b>I GIVE NOTICE that an application is being made to West Berkshire Council by :</b>	<b>Name of Applicant</b> <input type="text"/>
<b>for planning permission to:</b>	<b>Proposal</b> <input type="text"/>

**Any owner\* of the land or tenant\*\* who wishes to make representations about this application, should do so in writing within 21 days of the date of service of this notice or within 14 days of the date of publication in the newspaper to the Head of Development and Planning, West Berkshire Council, Council Offices, Market Street, Newbury RG14 5LD**

Definitions:

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

\*\* "Tenant" means a tenant of an agricultural holding any part of which is comprised in the land.

<b>Signed:</b> <input type="text"/> .....	<b>On behalf of:</b> (delete if not applicable) <input type="text"/> .....	<b>Date:</b> <input type="text"/> .....
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<b>Statement of owners' rights:</b>  The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or lease.	<b>Statement of agricultural tenants' rights:</b>  The grant of planning permission for non-agricultural development may affect agricultural tenants' security of tenure.
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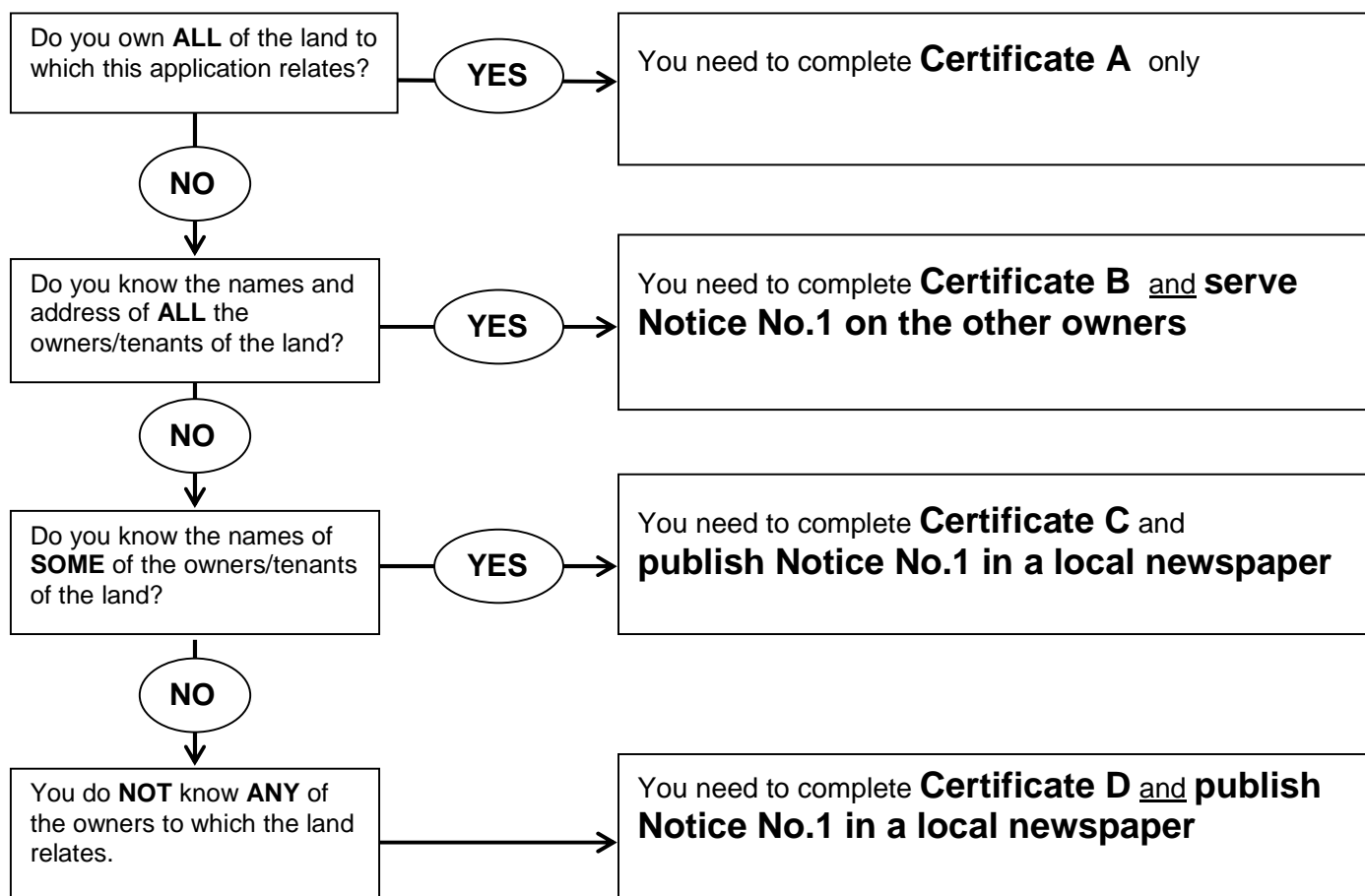
(Continued)

(Please ensure this page is included with the Notice No.1 being sent to the recipient):

## Note to applicant serving this Notice . . .

- If you have completed 'Certificate A' which is included as part of the Householder Planning Application Form you do not need to complete Notice No.1
- If you have completed 'Certificate B, C, D' or the 'Agricultural Holdings Certificate' then you must serve Notice No.1 on all owners identified on the appropriate Certificate.
- If you have completed 'Certificate C or D' and are unable to find out the names and addresses of the owners of the land, or part of it you must complete Notice No.1, attach it to the appropriate Certificate and state that you have published this Notice in a local newspaper.

### Which Certificate do I submit with my planning application? And how do I serve Notice?



## Note to recipient of this Notice . . .

- If you receive Notice No.1 it is because the applicant has made an Application to the Local Planning Authority that affects part of or all of the land that he/she does not own. It is a statutory requirement for him/her to serve notice.
- If you as the owner\* of the land or tenant\*\* wish to make representations about this Application, you should do so in writing within 21 days of the date of notice being served to the Head of Development and Planning, West Berkshire Council, Council Offices, Market Street, Newbury RG14 5LD