DISPOSAL PROCEDURES

Request received in writing

Request forwarded to Estates and Valuation Manager with confirmation of whether the land is declared surplus by the operational occupier

YES or POSSIBLY

NO

Holding letter to applicant advising of fess etc

Write to applicant include reason for refusal.

Consult by Memo operational occupier and other consultees

Letters to file.

Asset management check if a sale would meet disposal criteria

YES

Change of use planning application would be considered.

Prepare valuation and send "without prejudice" offer letter

Applicant declines offer.

Applicant accepts.

Delegations sought.

If delegations approved legal instructed to proceed