

# Surplus Property Protocol

Client Directorate confirms property/site is vacant & 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 Committee 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.

Update TPMS / Asset register.

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

Prepare Sale Particulars.

Draft Tender Documents.

Place advert in local / national property press.

Arrange Viewings.

Opening of tenders at Legal section in the presence of Cabinet Member

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

Prepare Board Report / Delegated Powers.

Subject to approval instruct the Legal section to complete conveyance.

Answer any further legal inquiries.

Receive notification of completion from Legal Section.

Updates TPMS / asset register and other sections of the Authority e.g. business rates, insurance, maintenance etc.

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

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