

# DISPOSAL OF SURPLUS LAND REQUEST FOR PRELIMINARY ADVICE (D1)



Land &  
Property  
Services®

**N.B.: This form is for use by public sector organisations only.**

FOR LPS USE ONLY

LPS Reference:

**Email** completed PDF form to: [clientservices.lps@dfpni.gov.uk](mailto:clientservices.lps@dfpni.gov.uk). Refer to Sections 6 and 7 below.

**Or** please complete all sections and send **two signed hard copies** to:

**Land & Property Services**  
Central Advisory Unit (CAU)  
Queen's Court  
56–66 Upper Queen Street  
Town Parks  
Belfast, BT1 6FD

## SECTION 1 – DECLARATION

**Note:** Public Bodies should not declare property surplus until any problems or disputes about access, ownership, title or boundaries, etc, have been resolved.

Name of organisation

1.1  has declared the land described below as surplus to its requirements and intends to dispose of it.

1.2 In accordance with the CAU Disposal of Surplus Public Sector Property Guidelines (the Guidelines\*), the LPS Valuation Directorate is requested to provide the following to the above organisation:

- preliminary marketing advice,
- a report, including if possible an estimate of value,
- and to commence the public sector trawling process as set out in the Guidelines.

\* For a copy of the Guidelines please visit [www.lpsni.gov.uk](http://www.lpsni.gov.uk)

## SECTION 2 – DESCRIPTION OF THE SURPLUS PROPERTY

2.1 Address or location (street, townland etc)

Site area (in hectares)

Postcode

2.2 Description (please tick):

Land only    Land and House    Land and Commercial Building    Commercial Building

Other (please describe)

2.3 Please provide contact details to arrange an inspection:

Name

Telephone number

Email address

2.4 Has there been any indication of private sector demand for the surplus land for a particular use?  Yes  No

If **Yes**, please give details

2.5 Has any other government department or public body expressed an interest in acquiring this property?  Yes  No

If **Yes**, please give details

2.6 Is the land zoned in the local area plan for a particular use?  Yes  No

If **Yes**, please state permitted use

2.7 Is the land completely vacant, disused and free of any illegal or unauthorised uses?  Yes  No

If **Yes**, please go straight to Section 3 (taking note of 2.10 below)

If **No**, is it scheduled to be fully vacated?  Yes  No

If **Yes**, Please give the date (if known)  or Date Unknown

2.8 If still in use is the land legally occupied in whole or in part?  Yes  No

Name of legal occupier(s)/tenant(s)

Type of tenure?  Lease  Licence (Term & Rent)

Were any present tenants in occupation at the date of acquisition?  Yes  No

**N.B.** If more than one occupier or tenant, please provide details on a separate page.

2.9 Is the land or any part(s) of it illegally occupied or used for any unauthorised purposes?  Yes  No

If **Yes**, please give details

2.10 Please attach a map identifying the property

**Map Instructions:**

- Maps should be A4 size, with an appropriate, identified scale;
- The surplus land should be clearly identified; and
- Its access and relationship to any surrounding land in the vendor's ownership should be indicated.

**SECTION 3 – NATURE OF VENDOR'S INTEREST**

3.1 Nature of Vendor's Interest

Freehold

Leasehold (give term and rent)

Other (give details)

3.2 Is the land registered?  Yes  No

If **Yes**, please provide folio number:

If **No**, please provide a copy of evidence of title.

Who holds title documents?

**Note:** LPS can assist with land registration queries, including if the land is registered and, if so, in providing a folio and entry number. The relevant LPS contact details are:

**Land & Property Services**  
Lincoln Building  
27–45 Great Victoria Street  
MALONE LOWER  
Belfast, BT2 7SL

**Telephone:** 028 9025 1515  
**Email:** customerinformation.landregistration@dfpni.gov.uk

## SECTION 4 – DETAILS OF WAYLEAVES AND EASEMENTS

**Wayleave** is used to describe rights acquired to construct, use, inspect and maintain pipes, cables etc through another person's land. When acquired formally by deed these are usually referred to as easements.

**Easement** is a formal right to use or restrictive use of another person's land in some way. The most frequently encountered easements are rights of way, rights of light, rights to abstract water and rights to support buildings.

**Restrictive covenants** are explicit obligations in a deed usually included to regulate matters such as the use of the property or the type of development to be carried out. Restrictive covenants can be positive or negative, eg to use or not to use for a particular purpose or to construct or not construct.

4.1 Does the disposal body have a wayleave or easement over other lands to give access to the surplus land? . . . . .  Yes  No

If **Yes**, please give details and show on the map

4.2 Does any department or public body need to reserve a right of way or other easement over the surplus land? . . . . .  Yes  No

If **Yes**, please give details and show on the map

4.3 Has a wayleave or easement over the surplus land been granted to any person or body? . . . . .  Yes  No

If **Yes**, please give details and show on the map

4.4 Does any person claim possessory title/rights/easements over the surplus land? . . . . .  Yes  No

If **Yes**, please give details and show on the map

4.5 Does the disposing body wish to make any exceptions or reservations in relation to the surplus land? . . . . .  Yes  No

If **Yes**, please give details and show on the map

4.6 Are the lands subject to a public right of way? . . . . .  Yes  No

4.7 Are there any restrictive covenants or other encumbrances which materially affect the vendor's interest? . . . . .  Yes  No

## SECTION 5 – ACQUISITION DETAILS

5.1 Date of acquisition from the private sector

How was the land acquired?  Agreement  Blight Notice  Vesting

Purpose of acquisition

5.2 Has the land been developed (ie. materially changed in use or character) since it was acquired? .....  Yes  No

If **Yes**, please give details

5.3 Is the land within the current development limits of the Area Plan? .....  Yes  No

5.4 Name of former owner or successor

Address of former owner or successor

## SECTION 6 – AUTHORISATION BY THE INSTRUCTING PUBLIC BODY

Name of Authorised Officer  
(usually at least DP Grade or equivalent)

Your reference number

Address or location (street, townland etc)

Telephone Number  Ext.

E-mail address

Signature

Date

Any other comments

## SECTION 7 – CHECKLIST

**Please be sure you have:**

- Included a map indicating the land
- Marked any easements/wayleaves on map
- Supplied all required supplementary information (eg copy evidence of title/folio)
- Submitted **either** two hard copies signed by an authorised officer **or** an electronic copy with a scanned map from the authorised officer's email account