

## Certificates of Ownership

Every application for planning permission, other than approval of reserved matters, must be accompanied by two signed statements, relating to notification of the application to other owners of the land and notification to tenants of agricultural holdings on the land.

Knowingly or recklessly submitting a false certificate is an offence.

An owner means a person or body having a freehold interest, or a leasehold interest with more than seven years unexpired. There is no need to serve notice on other tenants (except tenants of agricultural holdings), or on mortgage lenders.

There are four certificates to choose from, known as A, B, C and D. Use the following chart to help you choose the right one. Contact Development Services if you are unsure.

Applicant's Interest	Others' Interests		Notice to be served on:	Certificate to submit with application
	Owners or lessees	Agricultural tenants		
Freehold of all	None	No	No	<b>A</b>
		Yes	<b>Serve notice</b> on ag tenant	<b>A</b>
	Lease more than 7 years unexpired	No	<b>Serve notice</b> on leaseholders	<b>B</b>
		Yes	<b>Serve notice</b> on leaseholders and on ag tenant	<b>B</b>
Freehold of part of site	Freehold, and possibly leases more than 7 years unexpired	No	<b>Serve notice</b> on other freeholders and leaseholders	<b>B</b>
		Yes	<b>Serve notice</b> on other freeholders and leaseholders and on ag tenant	<b>B</b>
Freehold of part of site	Some or all other owners unknown	No	<b>Serve notice</b> on other known owners, publish notice in local newspaper, take steps to ascertain owners	<b>C</b>
		Yes	<b>Serve notice</b> on other known owners and on ag tenant, publish notice in local newspaper, take steps to ascertain owners	<b>C</b>
Leasehold	Freehold, and possibly head or sub leases (more than 7 years)	No	<b>Serve notice</b> on freeholders and other leaseholders	<b>B</b>
		Yes	<b>Serve notice</b> on freeholders and other leaseholders and on ag tenant and other leaseholders	<b>B</b>

Leasehold	Freehold, and possibly head or sub leases (more than 7 years), some unknown	No	<b>Serve notice</b> on freeholders and other leaseholders, publish notice in local newspaper, take steps to ascertain owners	<b>C</b>
		Yes	<b>Serve notice</b> on freeholders and other leaseholders and on ag tenant, publish notice in local newspaper, take steps to ascertain owners	<b>C</b>
Prospective purchaser/tenant	Freehold and possibly leasehold more than 7 years unexpired	No	<b>Serve notice</b> on freeholders and leaseholders	<b>B</b>
		Yes	<b>Serve notice</b> on freeholders and leaseholders and on ag tenant and leaseholders	<b>B</b>
Prospective Occupier	Ownership completely unknown	No	<b>Publish notice</b> in local newspaper, take steps to ascertain owners	<b>D</b>
		Yes	<b>Serve notice</b> on ag tenant, <b>Publish notice</b> in local newspaper, take steps to ascertain owners	<b>D</b>

**Section 2** of the certificate must also be completed, by striking through the statement that does not apply. This part needs careful attention, if only to steer yourself through the double negatives! For most applicants, the statement *“None of the land to which the application relates is, or is part of, an agricultural holding under separate tenancy”* is correct and should not be struck through.

In the rare cases where agricultural land is the subject of the application, and that land is held as a holding under a separate tenancy, notice should be served on the tenants of the holding, in addition to any other owners of the land.