

Procedure for Dealing with Requests to Purchase Amenity Ground

- Enquiry received requesting if area of amenity land is owned by Aberdeen City Council (ACC) by phone, email, etc.
- Advise the enquirer there is a charge for this enquiry and issue pack detailing procedures, to applicant.
- Pack includes the following:
 - * A property enquiry letter;
 - * The sale of amenity ground - strategy;
 - * A plan: the plan is subsequently used by the customer to mark up the area they wish to purchase/enquire whether it is owned by ACC.

Once Payment Received:

- A consultation memo issued to the following:
 - * The Legal Manager;
 - * Team Leader, Planning;
 - * Roads;
 - * Environmental;
 - * Councillors;
 - * And any other person/department as appropriate e.g. Housing.
- Collate responses from consulters. If responses oppose the sale advise enquirer. If there are no restrictions to the sale and no objections from the parties consulted advise enquirer that the ground will be valued.
- A Surveyor will inspect the ground and prepare valuation.
- Heads of Terms letter will be issued, to enquirer seeking agreement in principle to the terms offered.
- Upon receiving confirmation of acceptance of Heads of Terms instruction issued to Legal Services to conclude transaction.