

Appendix A

Certificates

Under Article 7 of the General Development Procedure Order 1995, applicants are required to inform the County Council that they are the owners of the land subject to development or have notified the owners and any tenants including agricultural tenants on the land of their proposals.

Applicants must ensure that, when making a planning application, the relevant certificates have been completed to show that all owners and tenants of the land to which the application relates have been notified. The following Certificates must be completed, depending on the circumstances of the land ownership.

Certificate A: This must be completed where the applicant is the sole owner of the land to which the application relates and where none of the land has been let to any other person.

Certificate B: This must be completed where all the owner(s)/tenant(s) to which the application relates are known and have been notified of the application. The names of those persons, the addresses to which any notices have been sent and the date of each notice should be indicated.

Note for County Council owned school applications

- For applications submitted for school developments using agents instructed by the County Council Property Services, Certificate A must be completed.
- For applications that are submitted with the school as the named applicant (whether submitted independently or through a non-County Council agent) it is necessary for Certificate B to be completed. Notification to the County Council as landowner of any proposed development should be made in writing using the notice provided with the certificates and sent to Diane Farrell or Dena Pay at Northamptonshire County Council, Education Services, 8-10 The Lakes, John Dryden House, Northampton, NN4 7DD.

Certificate C: This must be completed where the applicant cannot identify or cannot notify all the owner(s)/tenant(s) including agricultural tenants of the land to which the application relates.

Certificate D: This must be completed if the applicant is unable to serve any of the above certificates as the applicant cannot find

the owner(s)/tenant(s) or cannot serve notice on them.

Agricultural Holdings Certificate: This must be completed by all applicants to indicate that either none of the land is part of an agricultural holding, or if it is, that notification has been given to all agricultural tenants on the land.

If the proposal includes underground mineral working then the applicant should contact the County Council as the certification procedure is different from the above.

Important notice on legal offences

Any person who issues a Certificate which contains a statement which they know to be false, or recklessly issues a Certificate which contains a statement which is false or misleading, shall be guilty of an offence and liable on summary conviction, as specified in the Town and Country Planning Act 1990, as amended by the Planning and Compensation Act 1991.

'Owner' means a person having a freehold interest or a leasehold interest, the unexpired term or which is not less than 7 years, or, in the case of development consisting of the winning and working of minerals, a person entitled to an interest in a mineral in the land (other than oil, gas, coal, gold or silver).