Wonersh Parish Council
BLACKHEATH • SHAMLEY GREEN • WONERSH
www.wonershparish.gov.uk

Address: Street name
Road
Village
County
Postcode

SUBJECT TO CONTRACT AND WITHOUT PREJUDICE

Dear ,

Application to grant Deed of Easement

Thank you for your enquiry regarding an easement to grant access to the above-mentioned property on behalf of its owners.

In order to give your request due consideration, the council requires any applicant to cover all the costs incurred including:

- Clerk's fee of £850 paid in advance. In the event the council cannot process your application for any reason, you may have incurred these costs ultimately without benefit.
- Easements that become protracted may be subject to a further charge of £450.
- Surveyors' fees for a valuation
- Legal fees
- The actual easement fee itself - a proportion in the uplift value of the property.
- Applications to the Secretary of State for permission for works on common land, if not covered under permitted development.

Please note that, should an easement be granted, applicants will also be liable for the cost of construction and future maintenance in accordance with the conditions associated with the granting of an easement.

Should you wish to proceed as outlined above, the process may take a minimum of four months for a formal decision to be made, and is subject to the following procedure:

1. On receipt of a signed undertaking as to costs and receipt of the initial payment, the council will determine whether the proposal is acceptable and set any necessary terms and conditions on use.

2. An external valuer will assess the value of the proposal.

3. Once both yourself (the applicant) and the council have agreed all terms and conditions, a solicitor will be instructed to prepare the necessary documentation. It is advisable to appoint your own legal representative as the solicitor selected by Wonersh Parish Council are unable to provide any advice on this matter.

If you wish to proceed on the basis outlined above, please remit payment of initial fees of £850; sign and date the attached form and return it to: Clerk to the Council, Wonersh Parish Council, The Parish Office, Wonersh Sports Pavilion, The Common, Wonersh, GU5 0PJ, or by return email.

Payment of the clerk's fees can be made either by cheque (made payable to "Wonersh Parish Council") or by bank transfer with the account name "Wonersh Parish Council", sort code 60-83-01, account number 20448189. Please add the reference "postcodeeasement" for either method of payment.

Please do not hesitate to contact us should you wish to discuss this further.

Yours sincerely,

Lisa Davison
Clerk to the Council

To:
Clerk to the Council
Wonersh Parish Council
The Parish Office
Wonersh Sports Pavilion,
The Common,
Wonersh,
GU5 0PJ

Tel: 01483 892601

clerk@wonershparish.gov.uk

Property:

I have read the information provided for the process of my application and agree to pay any reasonable legal and/or surveyor's fees that Wonersh Parish Council may incur in assessing and processing the easement.

Applicant's Signature:

Name (please print)

Date

Payment enclosed ☐

Or

Payment by BACS transfer ☐

(please tick method)