

Purchase of Council Land Information Sheet

Please retain this information for your own reference.

Please ensure that you read this information sheet prior to lodging a Purchase of Council Land Application.

It is important to note that the applicant is to pay all costs associated with pursuing an application to Purchase Council Land. The estimated costs for this application are discussed below in the Fees section.

The sale of the land is subject to Council approval.

Following the receipt of a completed form, the following actions are undertaken (Please note, this is a general guide to the process and each application may vary):

1. Council will issue an invoice for the non-refundable application fee (in accordance with Council's Fees and Charges).
2. Council Property Officers will consult with internal stakeholders (e.g. Environment & Sustainability, Transport & Assets and Planning & Place) to seek their comments on the proposal.
3. Applicants are required to provide letters from the adjoining owners to ascertain if they have any concurrence or objection to the proposed sale of land to the applicant.
4. Council staff will consider any submissions received and will advise the applicant in writing if there are any special conditions required such as upgrade of infrastructure, easements, rights of ways, covenants, restrictions to use of land, subdivision proposals etc.
5. Council staff will engage an independent qualified valuer to carry out a current market valuation of the land. The cost of the valuation report is to be reimbursed by the applicant prior to the engagement of the valuer.
6. The method of sale will be determined by Council on a case-by-case basis.
7. The sale price will be determined in accordance with the valuation received from the independent qualified valuer.
8. A report is submitted to Council for consideration to proceed with the proposed sale (subject to contract for sale of land).
9. The applicant will be advised of Council's resolution.
10. If the sale involves two adjoining parcels of land, it may be a condition of sale that the two parcels of land be consolidated within 12 months of settlement and all costs associated are borne by the applicant.
11. Council's solicitors will prepare the contract for Sale of Land and any special conditions such as easements, covenants, restrictions to use of land and rights of way and any requirements for drainage infrastructure upgrades etc. All legal costs associated with the preparation and documentation for the sale and registration at the NSW Land Registry Services are to be borne by the applicant in advance.
12. If you are acting on behalf of the Land Owner, you will need to provide a letter of authority and this letter needs to be submitted as part of the application.
13. If the proposed sale is not completed within 12 months from the valuation date, a revised valuation will need to be undertaken, at the Applicant's cost.
14. If the proposed sale is not completed within 18 months from the date of the application, this application will be terminated.

Fees

It is important you are aware of the costs of the exercise. The estimated associated costs are outlined below.

Application Fee - Includes planning review	In accordance with Council's Fees and Charges
NSW Land Registry Services costs	As per LRS requirements at applicants cost
Surveying costs	Quote to be sought by applicant
Independent Valuation cost	As per quote from Council's Valuer
Council's legal costs and legal disbursement costs	As per quote from Council's solicitor
Section 73 Sydney Water Compliant Certificate (if required)	As per Sydney Water requirements
These costs are non-refundable and DO NOT include the sale price of the land (which is an additional cost).	
Council's fees are subject to change in line with annual Delivery Program process.	

For more information about Fees and Charges please contact Council's Property Team.