



APPLICATION TO DEREGISTER, OR TO DEREGISTER AND EXCHANGE, COMMON LAND OR TOWN OR VILLAGE GREENS

Commons Act 2006: Section 16

Return completed application to:

E-mail: commonlandcasework@planninginspectorate.gov.uk

Where possible, please send in your application by e-mail. If you are unable to submit your application by email and require a postal address please telephone: 0303 444 5625 or 5177.

Please ensure you refer to the current Notes for making an application when completing this form and advertising your proposals. Failure to do so may delay your application and you may be asked to re-advertise if you do not follow the current guidance in full.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THIS FORM:-

- Section 16(9) of the Commons Act 2006 requires that an application to deregister and exchange common land or town or village greens may only be made with the consent of any relevant leaseholder of, and the proprietor of any relevant charge over, the release land and any replacement land. When completing this form you will be asked to confirm that such consent has been obtained and that you have consulted any relevant leaseholder of, and the proprietor of any relevant charge over, the release land/any replacement land about the application.
 - Answer all the questions on this form in full and only use a separate sheet where there is insufficient space for your answer.
 - Refer to "*Notes on completing an application to deregister, or to deregister and exchange, common land or town or village greens*" (the "Notes") when completing this form.
 - References throughout this form to 'common land' apply equally to 'town or village green'.
 - A non-refundable fee of £4,900 is payable for all applications under section 16 to deregister/exchange common land and must accompany every application. To pay by BACS the Planning Inspectorate's bank details are available on request.
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SECTION A – The common land to be deregistered (i.e. the release land)

Section A1 – The Common

1. Name and full address of common

CL no or VG no

Commons Registration
Authority

Section A2 – The owner of the release land

2. Forename

Surname

Organisation (if
appropriate)

Title (Mr/Mrs/Miss/Dr)

Full Postal Address

Postcode

Telephone No/Mobile

E-mail address

3. Do you prefer to be contacted by Post E-mail

4. Please note that unless you tick the box below we will send all correspondence to the person named above and not to the owner of the replacement land shown in Section B1.

Please send all correspondence to the owner of the replacement land named in section B1

Section A2a – The agent (where applicable)

4a. Forename

Surname

Organisation (if
appropriate)

Title (Mr/Mrs/Miss/Dr)

Full Postal Address

Postcode

Telephone No/Mobile

E-mail address

Do you prefer to be contacted by 1. Post 2. E-mail

Section A3 – Area of common and common rights

5. What is the total area of common land as registered?

What common rights, if any, are registered? (e.g. number and type) If the land is a town or village green, what kind of recreation is it used for?

6. If there are common rights registered are they exercised? Yes No
If yes, please give details e.g. which commoners are active, which rights are exercised and how often.

Section A4 – Description of the release land

7. Area of release land in m²

Description (including location) of the release land

SECTION B – The land to be given in exchange (i.e. the replacement land)

8. Are you proposing to provide replacement land in exchange for the release land? You must propose replacement land if the area of the release land is more than 200m². Yes No
- If **Yes**, go to Question 9. If **No**, please explain below why you are not providing replacement land and then go to Question 14.

Section B1 – The owner of the replacement land

9. Forename

Surname

Organisation (if appropriate)

Title (Mr/Mrs/Miss/Dr)

Full Postal Address

Postcode

Telephone No/Mobile

E-mail address

Only complete Question 10 if Question 4 has been ticked.

10. Do you prefer to be contacted by Post E-mail

Section B2 – Description of the replacement land

11. Name of replacement land (if any)

Area of proposed replacement land (in m²)

Description (including location) of the replacement land.

12. Please confirm that the proposed replacement land is not already registered as common land or town or village green.

I confirm

Section B3 – Rights over the replacement land

13. Give details of any relevant leaseholders, other occupiers, rights of access and easements, those holding any relevant charges over the replacement land, or any other rights or easements. Explain why such rights will not materially interfere with the public's right to use the land (should the application be successful). (**see Note 8**).

SECTION C - Access arrangements and current features of the lands

Section C1 – Access to the lands:

14. To what extent is there **existing** public access over the land(s) e.g. public rights of access under Section 193 of the Law of Property Act 1925?
 - (a) The release land

(b) The replacement land (including any existing informal public access)

15. What are the intended access arrangements for the replacement land?

Section C2 - Current condition of the lands

16. Describe the current condition and use of the lands, including any biodiversity, landscape, archaeological, agricultural and recreational interests:

(a) The release land

(b) The replacement land

17. What structures (e.g. buildings, roads, bridleways, footpaths, walls, fences) are currently on the land?

(a) The release land

(b) The replacement land

18. What boundary features e.g. fences, hedges, walls (and access points such as stiles and gates) are currently on the perimeter of (or on land immediately adjoining) the land?

(a) The release land

(b) The replacement land

19. What, if any, boundary or other features are proposed to be removed from or erected on the replacement land as part of the exchange?

20. What, if any, works are to be carried out on the replacement land as part of the exchange?

SECTION D – Details of the exchange or deregistration

21. What are the reasons for the exchange or deregistration?

SECTION E – Designations

22. Are any of the lands subject of this application in or near a Site of Special Scientific Interest (SSSI), National Nature Reserve, a Special Area of Conservation (SAC), a Special Protection Area (SPA), or Wetland listed in accordance with the Ramsar Convention?

(a) the release land Yes No

If **Yes**, please give details and identify the location on the map

(b) the replacement land Yes No

If **Yes**, please give details and identify the location on the map.

23 Do any of the lands contain a Scheduled Ancient Monument?

(a) the release land

Yes No

If **Yes**, give details and identify the location on the map.

(b) the replacement land

Yes No

If **Yes**, give details and identify the location on the map

24 Are any of the lands in a National Park or National Landscape (formerly known as Areas of Outstanding Natural Beauty -AONB).

(a) the release land

Yes No

If **Yes**, please give details.

(b) the replacement land

Yes No

If **Yes**, please give details.

25. Are any of the lands subject of this application covered by any local designations, e.g. local nature reserve, area of special landscape value, heritage coast, conservation area or public open space?

(a) the release land Yes No

If **Yes**, please give details.

(b) the replacement land Yes No

If **Yes**, please give details.

SECTION F – Adjacent common land

26. Does any area of common land with a different registration number adjoin the common land subject of this application? Yes No

If **Yes**, give details and identify them on the map

SECTION G – Public access

27. Do the public have a right of access to the common for air and exercise under section 193 of the Law of Property Act 1925? Yes No

SECTION H – Procedure

28. Most applications are determined by the written representation procedure. This involves an exchange of written evidence and a site inspection by an Inspector.

Do you wish to be present or be represented at the site inspection? Yes No
If yes, please suggest a suitable meeting point.

SECTION I – Advertisement and Consultation

29. **You must advertise your proposal** in one main local newspaper and at the main points of entry to the common (or, if there are none, at a conspicuous place on the boundary of the common). Please advertise your proposal at the same time as you make your application. Use the draft notice at **Annex B** of the **Notes**.

A notice has been prepared following the format at Annex B.

30. You **must** also send a copy of the notice (using the letter at **Annex C** of the **Notes**) to the following:

	the commons council or commoners' association (if there is one)
	all active commoners
	others with a legal interest e.g. tenants, those with easements, or other rights over the land and any other person occupying the land
	those parties informally consulted before the application was submitted
	the relevant Commons Registration Authority (usually the county council or unitary authority)
	Parish Council (where known) and the District or Borough Council, where applicable
	Natural England (Please send the application form, map and notice to commonland@naturalengland.org.uk)
	Historic England
	National Park Authority (if the proposal is in a National Park)
	National Landscape Conservation Board or Joint Advisory Committee (if the proposal is in a National Landscape)
	Open Spaces Society (Please send only to office2@oss.org.uk)
	British Horse Society (only where the common is subject to public rights of access under the Law of Property Act 1925)
	The local authority archaeological service

Even if you have consulted any of these bodies before making this application you still need to send them a copy of the notice.

31. Which newspaper has the advertisement appeared in?
On what date?

On what date will the representation period end?

This date must be at least 28 days from the date the application is advertised. Incorrect notices are a common problem and may result in you having to re-advertise, so please read Section I of the Notes carefully.

SECTION J – Maps

32. Please enclose a copy of the map that meets the requirements set out in **Section J**

A copy of the map is enclosed.

Section K – Checklist (tick to confirm)

33. I have read the **Notes** in full.

34. I have answered all the questions (where appropriate) on this form in full.

I have enclosed a copy of the map that meets the requirements of Section J.

I have enclosed a copy of the commons register or register of town and village greens. This should include details of the land, rights, ownership and the register map.

I have obtained the consent to this application of any relevant leaseholder of, and the proprietor of any relevant charge over, the release land and any replacement land.

I have enclosed a copy of any document mentioned in answering the questions on this form.

I have completed and enclosed a copy of the health and safety questionnaire

I understand that any of the application papers may be copied to interested parties on request and have informed people as necessary.

I have enclosed my application fee of £4,900.

35. I have:

advertised the proposal in one main local newspaper

posted a copy of the notice at the main entry points to the lands

sent a copy of the notice to all those listed at Section I

placed a copy of the notice, map and application at the inspection point

enclosed the letter based on the example at Annex D of the Notes confirming that the advertising requirements have been met.

SECTION L – Declaration

I/We hereby declare that:

All the owner(s) of the land(s) to be deregistered or deregistered and exchanged subject of this application have completed this Section.

*No person is a relevant leaseholder, or holds a relevant charge, over any of the land(s) to be deregistered/exchanged.

*I/We have obtained the written consent to this application of every person who is a relevant leaseholder, or holds a relevant charge, over any of the lands to be deregistered/exchanged.

*delete as appropriate

The contents of this application are true and complete to the best of my/our knowledge and belief.

Release Land:

Signature of owner

Name

Date

Position and name of organisation (where appropriate).

Signature of co-owner (where applicable)

Name

Date

Position and name of organisation (where appropriate).

Replacement Land:

Signature of owner

Name

Date

Position and name of
organisation (where
appropriate).

Signature of co-owner
(where applicable)

Name

Date

Position and name of
organisation (where
appropriate).

You should keep a copy of the completed form

General Data Protection Regulation

Your application will be in the public domain. Therefore all documents (both paper and electronic) associated with it may be disclosed during the application process to others, including other Central Government Departments, public bodies, local authorities, other organisations and members of the public.

How we use your information

The Planning Inspectorate takes its data protection responsibilities for the information you provide us with very seriously. To find out more about how we use and manage your personal data, please go to our [privacy notice](#).