

# PROPERTY SERVICES (ESTATES TEAM)

APPLICATION FORM

TO LEASE LAND FOR USE AS A CONTRACTOR’S COMPOUND

## This application must be received by email at estates.enquiries@fife.gov.uk at least 14 days prior to the proposed date of entry.

***AN INVOICE FOR THE NON-REFUNDABLE APPLICATION FEE OF £150 WILL BE EMAILED TO YOU FOLLOWING RECEIPT OF THE COMPLETED APPLICATION FORM. THE APPLICATION WILL BE PROCESSED ONCE PAYMENT HAS BEEN RECEIVED.***

(Application forms that are incomplete or lack the necessary plan/map will NOT be processed)

**Application to lease ............................................................................................................................ (site location)**

|  |  |
| --- | --- |
| **Details of applicant**  Name of contractor | |
| Contact Name (and position in company) | |
| Address | Correspondence address (if different) |
| Post code | Postcode |
| Telephone | Email |
| Mobile |  |
| Registered office:  Postcode | Company registration number:  VAT registration number: |

|  |
| --- |
| **Land requested for use as a contractor’s compound.**  (Please provide a site description, street address and a 1:1250 Ordnance Survey plan or similar map/plan showing outlined in red the land which you wish to lease).  Street……………………………..  Town ……………………………………… Post Code ………………  Lease required from………………………………to…………………………..(the lease will state that it will continue on a week to week basis thereafter until terminated by either party). The proposed date of entry should be at least 14 days after this application form has been submitted. **If it is essential to take entry in less than 14 days, an application may be processed more quickly subject to staff availability and an additional charge of £250 for this expedited service.** |
| Please provide details of the contract to which the compound relates.  Contract start date………………………….. Contract finish date …………………………  Description of works…………………………………………………………………………………………….. Contract value………………………………. |
| Does the proposal require planning permission? (To check please contact Planning on 03451 55 11 22 option 2 or [development.central@fife.gov.uk](mailto:development.central@fife.gov.uk) . |
| Are any works proposed to the land for which a building warrant is required? If yes, please provide  details:  (if necessary continue on a separate sheet) |
| Insurance: You must obtain Public Liability Insurance cover to the value of £5 million in respect of each individual claim.  **NOTE – Evidence of insurance cover including a receipt for the premium must be submitted at least 7days prior to the date of entry.**  Insurance company:  Period of cover: From: To:  Policy number: |

|  |  |
| --- | --- |
| **DECLARATION** | |
| I declare that to the best of my knowledge and belief, the information given in this application is correct and no material particulars have been omitted. I agree to comply with all the conditions and requirements detailed in this form. | |
| Signature |  |
| Print Name |  |
| Position in  company |  |
| Date |  |