

Tenure / agreement type	Number of Years	When is approach used by Council?	Basis and method of sale ¹	POS	Declare Surplus	Notes
Freehold	n/a	yes: if agreed in CR forward programme	MV: Auction / Tender Other if agreed in CR forward Programme	y	y	Agreed by way of Heads of Terms and offered subject to restrictions. ⁵
Long Leasehold	999 to 125	yes: if agreed in CR forward programme	MV: Auction / Tender Other if agreed in CR forward Programme	y	y	Agreed by way of Heads of Terms and offered subject to restrictions. ⁵
Long Leasehold	125 to 40	yes: if agreed in CR forward programme	MV: Auction / Tender Other if agreed in CR forward Programme	y	y	Agreed by way of Heads of Terms and offered subject to restrictions. ⁵
Leasehold	7 to 30	Devolution agenda ² , Investment Portfolio ³ .	MV: Informal Tender.	y	y	Agreed by way of Heads of Terms and offered subject to restrictions. ⁵
Tenancy	0 to 7	Investment Portfolio.	MV: Private Treaty. Tender where last unit is on estate. Tender may be used where there are a number of interested parties. Where applicable a service charge will also be applied.	y	n ⁴	Agreed by way of Heads of Terms and offered subject to restrictions. ⁵
Tenancy	month or less	Investment Portfolio.	MV: Private Treaty. Tender where last unit is on estate. Tender <i>may</i> be used where there are a number of interested parties. Where applicable a service charge will also be applied.	n	n	Agreed by way of Heads of Terms and offered subject to restrictions. ⁵
Easy in easy out' licence	month or less	Investment Portfolio.	N/A	n	n	The Council will migrate procedures to formal tenancy with similar terms.

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Residential Tenancy		No: Only to be used to regularise existing occupations.	MV	n	n	The Council will not offer residential tenancies unless there is a specific case made on an asset by asset basis.
Agricultural Tenancy		Yes: Agricultural Portfolio	MV	n	n	Only offered on the Agricultural Portfolio
Grazing Licence		Yes: Agricultural Portfolio	MV	n	n	Only offered on the Agricultural Portfolio
Licence (short term)	less than 6 months		Can be offered at nil, providing the Council is the beneficiary of the works. Where the Council is not the beneficiary then MV is required.	n	n	Offered only to enable third party works on Council land. All relevant paperwork is to be submitted including indemnity and insurances.
Licence (long term)			MV. Where applicable a service charge will also be applied.	n	n	Offered only where a party has non exclusive possession of an asset. This will be offered on the basis of a defined term (for example when a contract is in place it will be co terminus with that contract).
Service Level Agreement						Used in conjunction with lease or similar arrangement where the Council requires a range of activities to be undertaken.

Appendix 2

Land and Property Lease Disposal Framework July 2016

Garden Licence		No: only used to regularise existing occupation		n	n	The Council will not offer garden licences in the future on this basis. Should a garden licence be required this will be on a lease basis with the applicant picking up all costs. This will also require POS and other steps.
Notes						
1. The basis of the Council disposing of an asset will be on market value at all times. It will also recover its costs for the transaction.						
2. The reason for this is to protect the asset into the foreseeable future. Requests considered if Council has no operational (or commercail) requirement for the asset and offered only on basis that Council makes a saving on devolving the asset, with transfer being at least cost neutral.						
3. This will be only offered where there are similar leases in the adjoining assets.						
4. Investment portfolio only.						
5. There are a number of restrictions that the Council may apply on disposal of its assets. The reason for these to be applied will be to protect the						