**Open Space Procedure:**

**Process to transfer land from developer to land manager**

Developer decides who they would prefer to take over site and LA makes judgement as to who is likely to manage the land - WCC, PC, MC or housing association

**PC/MC** - LA starts discussions with land managers

Request developer to provide a Conveyance/Open Space Plan

**WCC** – LA consults with OS officer re layout, access and potential use

LA supports the production of a draft S106; calculates expected commuted sum and discusses with land managers

LA inspects open space nearing completion re remedial works

**Works required?**

LA with OS Officer inspects open space nearing completion re remedial works

**Works required?**

**Yes**

works to be undertaken and re-inspected

**Yes**

works to be undertaken and re-inspected

LA writes to developer certifying **Practical Completion of Works**

**No**

**No**

Commencement of developer’s **Maintenance/Defects Liability period**

LA re-inspects open space nearing end of Maintenance or Defects Liability period (with land manager) re remedial works

**Works required?**

**Land now managed by WCC**

**Land managed by WCC**

LA checks land is registered to WCC

OS officer liaises with CMO to prepare GIS layers (Likely start date identified)

LA informs OS Officer that transfer complete and sends across TP1 form for information.

OS officer liaises with CMO and ensures it is on contract and mapped on our grounds maintenance layers.

LA obtains plans and info needed (including developer’s solicitor details) and passes to legal officer

LA recalculates commuted sum where appropriate, in partnership with finance and instructs Planning Support Officer to raise invoice to claim commuted sum from developer

**Land now managed by PC/MC/other**

LA continues to monitor and check in with solicitors until transfer has taken place.

Solicitors confirm transfer by sending across **TP1** to LA.

Legal undertake transfer with LA ensuring this is done in a timely manner

**No**

**Yes**

works undertaken and re-inspected