

Frequently Asked Questions

What is Land Referencing?

Land Referencing is a key stage carried out by, or on behalf of, an “acquiring authority” (e.g. a council) in the process of preparing to make a Compulsory Purchase Order (CPO). Land Referencing is the process of identifying people and organisations that have a legal interest in property or land which may be affected by the development of a project, and identifying the nature of that interest.

The information about land ownership and occupation, which is obtained through land referencing, is collated in tabular form and presented in a Schedule to the CPO. This CPO Schedule sets out the acquiring authority’s understanding of the people and organisations whose property or land may be affected by the project it is looking to take forward.

Why is Land Referencing needed?

An acquiring authority (in this case, the Council) has a statutory obligation to identify and notify people and organisations who have a legal interest in property or land that may be affected by a CPO.

Land Referencing is undertaken from an early stage in the CPO process because the information gathered is required in advance of making the CPO. This information gathering must happen before a CPO is made so that the necessary details of the land interests affected can be included in the CPO Schedule.

Who might have ‘a legal interest’ in property or land?

If you are an owner, a leaseholder, a tenant or an occupier you will have a legal interest in the property or land. The definition also includes anyone who holds an option to purchase land or has rights over land, for example, private rights of way, rights for pipes, cables and other services, sporting rights, rights to receive payments in respect of land, or restrictive covenants.

If you are unsure, please contact us at Cannock Town Centre – Land Referencing Team on 07759 839040 or by email at cannock@ardent-management.com

I have a house or flat, I do not have ‘land’, do you still need information from me?

The term ‘land’ is used in relation to all properties in an area of land, as well as the land itself. It is important that we carefully identify people and organisations who have a legal interest in houses, flats and any other properties or land that may be affected by the proposed scheme, as well as other legal rights such as access rights.

Does this mean the Council will be buying my land or property?

The scope of Land Referencing carried out in respect of a project may extend beyond the boundaries of the area in which the Council may need to acquire properties or land; it may also include areas that may be affected by the construction or the operation of the proposed scheme.

Land Referencing Process

Who will carry out the Land Referencing?

The Land Referencing required for the proposed Cannock Town Centre Regeneration Project Compulsory Purchase Order 2022 will be coordinated in your area by a trusted, professional firm. Ardent Management Limited (“Ardent”) is one of the largest providers of Land Referencing services in the UK. Ardent is experienced at helping people who have a legal interest in property or land to complete the “Request for Information Questionnaires” which are used as part of the Land Referencing process. Ardent is also experienced in managing large quantities of land information and data securely.

I want to understand more about the Land Referencing process, who should I contact?

You can contact the Cannock Town Centre – Land Referencing Team on 07759 839040 or send an email to cannock@ardent-management.com if you require more information about the Land Referencing process.

Please note that these contact details are for queries about the Land Referencing process. Queries about the proposed Cannock Town Centre Regeneration project should be addressed to Economic Development Service, Cannock Chase Council, Civic Centre, Beecroft Road, Cannock, Staffs WS11 1BG. econdev@cannockchasedc.gov.uk

How is Land Referencing carried out?

Ardent have prepared a Request for Information Questionnaire and an associated Land Plan with information taken mainly from public sources of information, such as title registration data from HM Land Registry.

You are asked to confirm your interest in the property or land shown on the Land Plan and to review and, if necessary, update the details in the Request for

Information Questionnaire. We also ask if you are aware of any other legal ownership or interests in the property or land and, if you are able to do so, to provide additional information in respect of such interests.

We ask that you complete and return the questionnaire. The information you provide will then be recorded and held securely by the team at Ardent, who will be in touch if further clarification is required. If we do not hear from you, Ardent will be in touch to confirm that you have received the questionnaire and to see if you need any help in completing it.

Can I provide this information electronically?

If you wish to, you can submit a scanned response by email to the team at Ardent at cannock@ardent-management.com

What information will you need from me?

When we collect personal information during the Land Referencing process, we may collect the following information about you:

- 1 – Name / trading name / company name;
- 2 – Home Address / Registered Company address;
- 3 – Email address;
- 4 – Contact address and telephone number;
- 5 – Land interest / ownership status and details; and
- 6 – Any additional items of information, which you provide to the Council as part of the Land Referencing activities

What happens if I do not return the Request for Information questionnaire?

If we do not hear from you, Ardent will endeavour to contact you either by phone or email, to confirm that you have received the **Request for Information questionnaire** and to see if you need any help in completing it. They will be able to answer any questions you have regarding the questionnaire or the Land Referencing process.

If necessary, for example where we have been unable to make contact by email or telephone, members of the team at Ardent may visit your property or land identified in the questionnaire to ensure that the questionnaire has been sent to the correct people or organisation, and if you are happy to do so at the time of our visit, to assist you in completing the **Request for Information questionnaire**.

Why has Ardent contacted me?

If the members of the Ardent team are in contact with you it usually means they have not been able to confirm whether you have an interest in a property or land that may be affected by the proposed scheme, or that we need to clarify information provided by you or another party.

How do I check this is not a scam?

If you have any doubts, please contact the Cannock Town Centre – Land Referencing Team on 07759 839040 or send an email to cannock@ardent-management.com

All members of the Land Referencing team at Ardent will carry identification cards and a letter of authority which you can request to see. The letter confirms that the Council has authorised Ardent to operate on its behalf and to collect the information requested.

Can I include my opinion on the proposals?

By completing the Request for Information questionnaire, it does not mean that you agree or disagree with the Council's proposals for the project.

Will you pay me for my time to complete these forms?

The Council is not able to provide payment to complete the **Request for Information questionnaires**.

Land Referencing – Your Information

Where have you got my information from?

The information has been sourced from public records, such as HM Land Registry or from completed Request for Information questionnaires. If there are errors in this information, it may be because HM Land Registry has not been updated. Please let the team at Ardent know if you think any of the information is incorrect, so we can ensure our records are updated.

How will the Council use the information it collects about me?

Your information will be used for the purpose of fulfilling the Council's statutory obligations in connection with the proposed project; including to contact you to keep you informed and to engage further with you in connection with developing and progressing that project. A limited amount of information will be used by the Council to produce statutory documents that are required by law. This includes a CPO Schedule, which forms part of the CPO and will be a publicly available document (*see below for details on the CPO Schedule*).

Who will have access to my information?

The Council and trusted third parties will have access to your information for the purposes set out above. Your information will be held by Ardent, on the Council's behalf, in a secure database. For further information, please see the section on Data Protection below.

Apart from the information published in the CPO Schedule, we will keep information received from you within the Council and our trusted third parties except where disclosure is required or permitted by law, for example to government bodies and law enforcement agencies.

Will my information be made public?

The record of your interest in the property or land will be published in the CPO Schedule. We have a legal duty to make the CPO Schedule available for inspection by the public. It is also disclosed to the Planning Inspectorate and they may decide to publish the information. *See below for details about what will be published.*

What is a Compulsory Purchase Order?

Compulsory purchase is a legal mechanism by which certain bodies (known as 'acquiring authorities' in this case, Cannock Chase District Council) can acquire land without the consent of the owner. Compulsory purchase powers can support the delivery of a range of development, regeneration and infrastructure projects in the public interest. In doing so, they can help to bring about improvements to social, economic and environmental wellbeing.

A wide range of organisations have compulsory purchase powers, which can be used to help facilitate a variety of different projects. For example, local councils can use their powers to support housing and planning projects, transport bodies can use them for new or improved road and rail links and statutory undertakers can use them for utilities infrastructure.

Compulsory purchase is intended as a last resort and acquiring authorities are expected to try to acquire land by agreement before resorting to acquiring land compulsorily. They can seek to acquire the land or interests in land that they require before the compulsory purchase order is confirmed and should attempt to do so before and/or alongside taking steps to acquire land by compulsion.

What is the CPO Schedule?

The CPO Schedule is a document required as part of the CPO, which will be submitted to the National Planning Casework Unit in line with the Acquisition of Land Act 1981. The CPO Schedule sets out who we understand has a legal interest in land within the project boundary or in a location that may be affected by the CPO. Those listed in the CPO Schedule will receive a notice advising them that the CPO has been made by the Council (and, in due course, whether or not the CPO has been confirmed by the Secretary of State). The notice of the making of the CPO will also explain how to make representations or submit objections to the CPO, in respect of your property or land.

The CPO Schedule is required by law to include the name and address of the person or company which has an interest in the land, and to identify the nature of the interest. The CPO Schedule will not include telephone numbers or email addresses of anyone listed.

How long will the Council keep my information?

Except where we are legally required to hold it for a different period, your information will be retained in line with the Council's privacy policy. The CPO Schedule will remain available for public inspection but it will not be updated once the CPO has been made.

Data Protection

Cannock Chase District Council and Ardent Management Limited, who are working on behalf of the Council, will only use the information you supply for purposes relating to Compulsory Purchase Order (CPO) procedures and legal matters and to allow us to contact you relating to the same.

We may share your information with relevant lawyers and valuers where necessary. Your information may also be shared with a CPO inquiry body if necessary. We will not further share your personal information, except where it is necessary and lawful for us to do so.

For further information relating to how Cannock Chase Council processes your personal information please visit www.cannockchasedc.gov.uk/privacynotices. For

further information on how Ardent Management Ltd. processes your personal information please visit <https://www.ardent-management.com/privacy-policy/>.

