



Rhondda Cynon Taf County Borough Council
Application to
USE COUNCIL OWNED LAND FOR THE PURPOSE OF
GARDENING ONLY

1

Full address of site you are interested in (please attach sketch plan if possible)

2

Contact name:

Name of organisation (if applicable):

Address:

E mail:

Tel:

If your application is on behalf of an organisation, please complete sections 3 and 4

3

Is your organisation:	Please tick box
A registered charity	<input type="checkbox"/>
Unregistered organisation/Constituted Voluntary organisation Other (please state)	<input type="checkbox"/>
Charity or other Registration number (if applicable):	

4

Briefly describe the main activities of your organisation.

5

Outline the specific proposals that require the use of the site

What will the land be used for?
How long is the land needed?

6

Any additional information you wish the Council to consider

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Signature of main contact:

Date:

Return form to: E-mail: RCTtogether@rctcbc.gov.uk

GUIDANCE NOTES TO HELP WITH YOUR APPLICATION

THE FORM:

- **GIVE AS MUCH DETAIL AS YOU CAN-INCLUDE PHOTOGRAPHS AND LOCATION MAPS IF POSSIBLE**
- **THE FORM CAN BE FILLED IN AND EMAILED TO US OR FILLED IN AND POSTED. HAND WRITTEN FORMS ARE ACCEPTABLE**
- **IT IS USUALLY HELPFUL FOR YOU TO KEEP A COPY FOR YOUR RECORDS**
- **THE FORM WILL FORM THE STARTING POINT FOR YOUR INTERACTION WITH THE CASE OFFICER DEALING WITH YOUR APPLICATION**
- **THE CASE OFFICER WILL CONTACT YOU FOLLOWING RECEIPT OF YOUR APPLICATION AND YOU WILL HAVE A NAMED CONTACT FROM THERE ON**

THE PROCESS:

- **ONCE THE FORM IS RECEIVED IT WILL BE REVIEWED BY THE CASE OFFICER HAVING REGARD TO VARIOUS ISSUES FOR EXAMPLE: THE COUNCIL'S TITLE DEEDS AND COUNCIL DEPARTMENT COMMENTS/ADVICE**
- **A LETTER WILL THEN BE SENT TO YOU EITHER LISTING THE COUNCIL'S REQUIREMENTS FOR THE USE OF THE AREA BY YOU TO GO AHEAD OR EXPLAINING THAT THE COUNCIL CANNOT PROCEED IN THIS CASE**
- **IF YOU ARE OFFERED THE USE OF THE LAND, THE LETTER WILL ASK YOU TO CONFIRM THAT YOU WISH TO PROCEED ON THAT BASIS**
- **ONCE YOUR ACCEPTANCE IS RECEIVED, THE COUNCIL WILL CREATE A FORMAL AGREEMENT FOR YOU TO SIGN AND YOU WILL BE ABLE TO USE THE AREA FROM THAT TIME**
- **AT THIS POINT THERE WILL BE A FEE OF £60 TO COVER THE COUNCIL'S COSTS**