

LEGAL AGREEMENT REQUEST FORM

Application Number:	
Site Address:	
Condition number(s):	

What are the requirements of the Legal Agreement? (multiple selection possible)
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RAMS ☐

BNG ☐

What is your request for? Please tick as appropriate and complete the relevant section

UU Preparation ☐ *Please complete section A*

UU Check ☐ *Please complete section B*

Agent Details	
Name:	
Address:	
Postcode:	
E-mail Address:	
Phone / Mobile Number:	

Applicant/Developer Details (where applicable)	
Name:	
Address:	
Postcode:	
E-mail Address:	
Phone / Mobile Number:	

Solicitor Contact Details (where applicable)	
Name:	
Address:	
Postcode:	
E-mail Address:	
Phone / Mobile Number:	

SECTION A - UU Preparation Request

For us to action your preparation request we will require you to e-mail this completed form to uuadmin@tendringdc.gov.uk. This form must be accompanied by:

Submission checklist:

- Up to date Land Registry title documents / transfer documents* (including proof of lodging with Land Registry).
- The preparation fee of **£250**
- The relevant monitoring fee payable from 1 August 2024 ([Monitoring Fee Schedule](#))
- Any relevant plans or documents (please list drawing titles / reference numbers):

Please call 01255 686190 to make payment of the relevant fee by credit/debit card.

*We can obtain copies of Title Documents on your behalf at an additional charge of £14 per title.

SECTION B - UU Check Request

For us to action your check request we will require you to e-mail this completed form to uuadmin@tendringdc.gov.uk. This form must be accompanied by:

Submission checklist:

- Up to date Land Registry title documents / transfer documents* (including proof of lodging with Land Registry).
- The checking fee of **£150**
- The relevant monitoring fee payable from 1 August 2024 ([Monitoring Fee Schedule](#))
- Drafted Legal Agreement as a Word Document (to allow track changes by our Legal Team).
- Any relevant plans or documents (please list drawing titles / reference numbers):

Please call 01255 686190 to make payment of the relevant fee by credit/debit card.

*We can obtain copies of Title Documents on your behalf at an additional charge of £14 per title.

Submission Declaration:

Sign:	
Print Name:	
Date:	

Please note that the fees detailed above do not include any additional legal expenses that may be incurred, nor does it include the contributions that are secured within the Legal Agreement.

Request for up-front payments of the contributions cannot be accepted.