

# Need to Sell Property Scheme

## Guide and Application Form

### Abbreviations & Glossary

Term	Description
<b>Agricultural unit</b>	Land which is occupied as a unit for agricultural purposes, including any home or other building occupied by the same person for the purpose of farming the land. Agricultural purposes are horticulture, fruit growing, seed growing, dairy farming, breeding and keeping livestock, using land as grazing land, meadow land, osier land, market gardens or nursery grounds, and using land for woodland in a way that supports the farming of land or for other agricultural purposes.
<b>Blight</b>	The term blight used in this document refers to generalised blight. Generalised blight is typically used to describe the actual or assumed depreciation in value of property which may be attributable to a proposed infrastructure scheme.
<b>Compensation Code</b>	A collective term for the principles derived from Acts of Parliament and case law relating to compensation for compulsory acquisition. The overriding principle of compulsory purchase compensation is equivalence. This is the principle that people whose land is acquired compulsorily should be left neither better nor worse financially as a result of their land being acquired and are entitled to compensation which is neither more or less than the value of their loss.
<b>Disability</b>	The Equality Act 2010 defines disability as a long term physical or mental impairment that has a substantial and adverse impact on a person's ability to carry out day to day activities.
<b>East West Rail (EWR)</b>	A new rail link that would connect the communities between Oxford, Milton Keynes, Bedford and Cambridge. Our proposals involve the construction of a new railway between Bedford and Cambridge and works to upgrade the existing railway between Oxford and Bedford (this is the project).
<b>Eligible property owner</b>	A property owner with an interest in property that makes them eligible to apply under the NTS Property Scheme (subject to meeting the other criteria) The eligible types of interest are defined in the table for Criterion 2 in the Guide to the NTS Property Scheme.
<b>Owner-occupier</b>	An owner-occupier is anyone who owns a property (either outright or with a mortgage) as a freehold or on a lease with a certain term (and which has at least three years left to run) and uses it as their main home or place of business. Under the Statutory Blight regime, the full definition of 'owner-occupier' is in chapter 2, part 6 of the Town and Country Planning Act 1990.
<b>Property acquisition agent</b>	A specialist property firm contracted by EWR Co to oversee the process of buying a property once it has been accepted under the NTS Property Scheme and an offer price has been accepted.
<b>RICS Registered Valuer</b>	A RICS Registered Valuer following the RICS Valuation - Global Standards (the 'Red Book') and the RICS Valuation - Global Standards 2017: UK national

	<p>supplement. These standards are relevant to the date of valuation and may be updated periodically by RICS. These contain mandatory requirements and valuation practice guidance applications for all RICS members undertaking valuations. More information can be found at: <a href="http://www.rics.org/uk/upholding-professional-standards/sector-standards/valuation/red-book">www.rics.org/uk/upholding-professional-standards/sector-standards/valuation/red-book</a></p>
<b>Statutory Interest</b>	<p>An interest rate set at the Bank of England base rate that may be payable on compensation due under the Compensation Code.</p>
<b>NTS Portal</b>	<p>Online tracking portal that allows applicants to keep updated on the progress of their application.</p>
<b>Unblighted market value</b>	<p>The value of the property in current market conditions, as if there were no infrastructure proposals for East West Rail.</p>
<b>Unblighted asking price</b>	<p>The realistic asking price of the property in current market conditions, as if there were no infrastructure proposals for East West Rail.</p>

# Contents

1.	Introduction .....	4
2.	The Need to Sell Property Scheme .....	5
	2.1 NTS Property Scheme .....	5
	2.2 Before applying.....	5
3.	Need to Sell Criteria .....	6
	3.2 Criterion 1 – type of property and ownership .....	6
	3.3 Criterion 2 – location of property.....	8
	3.4 Criterion 3 – effort to sell and the effect of blight .....	10
	3.5 Criterion 4 – no prior knowledge.....	12
	3.6 Criterion 5 – compelling reason to sell.....	13
4.	Application process.....	16
	4.2 Step one: You send us your application and supporting evidence .....	17
	4.3 Step two: The NTS team reviews your application .....	17
	4.4 Step three: A panel of professionals considers your application.....	18
	4.5 Step four: The Secretary of State decides your application .....	18
	4.6 Help from others with your application .....	20
	4.7 Accepted applications and offers made .....	20
5.	Further Information .....	22
	5.2 Completing your application form .....	22
	5.3 Submitting your application form .....	23

# 1. Introduction

- 1.1.1 This guidance and application form is for owners of properties who are seeking to sell their property to East West Rail Company Ltd (EWR Co) under the Need to Sell (NTS) Property Scheme.
- 1.1.2 EWR Co has set up the NTS Property Scheme to support property owners who have a compelling reason to sell their property but are unable to do so, other than at a substantially reduced value (referred to in this document as a 'blighted value'), due to our proposals for the new railway. A compelling reason is where you would face an unreasonable burden in the next three years if you are unable to sell your property. Whether something is an unreasonable burden will be judged on the facts of each case and the degree of hardship caused to you or your family. You must also demonstrate that you are likely to be seriously affected by either the construction or operation of our proposals.
- 1.1.3 The NTS Property Scheme is intended to address impacts on property market conditions that may result from our proposals. This monetary impact is referred to as blight, by which we mean generalised blight. We differentiate this from statutory blight as referred to in the EWR Co Guide to Statutory Blight Notices where land is legally blighted because it is safeguarded or included within the proposed Order Limits of a DCO application once submitted.
- 1.1.4 Owner-occupiers who are eligible to make a claim under the statutory blight arrangements in section 149 of and Schedule 13 to the Town and Country Planning Act 1990 should use those provisions rather than the NTS Property Scheme. Section 2.2 below gives more details.
- 1.1.5 The NTS Property Scheme will apply up to 12 months after the railway (which forms part of our proposals) comes into use. Beyond this time there may be other statutory compensation available. For example Part 1 of the Land Compensation Act 1973 may apply if there is a reduction in the value of their property arising from certain physical effects of the railway. For more information see EWR Co Guide on Part 1 claims.

## 2. The Need to Sell Property Scheme

### 2.1 NTS Property Scheme

- 2.1.1 The NTS Property Scheme is available to eligible property owners who can show convincing evidence that they have a compelling reason to sell their property, but have not been able to do so other than at a substantially reduced value because of our proposals. If your application to the scheme is successful, EWR Co will agree to buy your property at its unblighted market value.
- 2.1.2 The NTS Property Scheme is a discretionary purchase scheme, which means the law does not require EWR Co to offer this assistance but we have committed to do so anyway. EWR Co manage the NTS Property Scheme through our NTS team whose role is to process applications. If you apply you will have a named NTS manager as your main point of contact. The NTS team do not make recommendations or decisions on individual applications, this is done by a panel who are independent of EWR Co and an independent decision-maker, usually a senior civil servant in the Department for Transport (DfT).
- 2.1.3 A panel of three professionals who are fully independent of EWR Co and DfT will look at whether your application meets certain criteria (conditions). This is the NTS Panel. They will then recommend to the Secretary of State for Transport whether your application should be accepted. A senior civil servant will then review the recommendation and make a final decision on behalf of the Secretary of State for Transport. However, if the senior civil servant disagrees with the panel's recommendation, the case will be decided by the Secretary of State or a minister with authority to make the decision. The senior civil servant, Secretary of State or minister are referred to in this guide as the 'decision-maker'.
- 2.1.4 Following this independent decision, the NTS team will contact you to let you know what the decision is and why. If your application to the scheme is successful, EWR Co will agree to buy your property. Further guidance on the purchase process is found on the EWR website: [eastwestrail.co.uk/planning/land-and-property](http://eastwestrail.co.uk/planning/land-and-property).

### 2.2 Before applying

- 2.2.1 Owner- occupiers who are eligible to serve a statutory blight notice on an acquiring authority (including EWR Co, the Secretary of State for Transport or a similar body) asking them to buy their property under the criteria that apply under the Town and Country Planning Act 1990 should not apply under the Need to Sell Property Scheme. The statutory blight process does not require you to demonstrate a compelling need to sell and includes additional payments under the Compensation Code.
- 2.2.2 If you own and occupy a property in the safeguarded area of the route, you may be able to serve a blight notice asking us to buy your property before we need it to build the railway. For more information see the EWR Co Guide to Statutory Blight Notices.

## 3. Need to Sell Criteria

- 3.1.1 It is in your interests to provide as much supporting evidence as possible to support your application to the NTS Property Scheme.
- 3.1.2 In exceptional circumstances, if your application does not meet all the criteria but a strong overall case can be made to buy your property, the panel may recommend the decision-maker uses their discretion to decide that the property should be acquired.
- 3.1.3 The application form includes a full list of information and documents that can be used as evidence to show you meet the criteria for the scheme.

### 3.2 Criterion 1 – type of property and ownership

Do I have an interest in the property which qualifies me to apply?					
YES – I am a freeholder or a leaseholder with at least three years left on my lease and one of the following				Yes – I am one of the following	
YES I am an owner-occupier of a private residential property that is my main home.	YES I am an owner-occupier of a business premises that have an annual rateable value of no more than £36,000.	YES I am an owner-occupier of an agricultural unit where my main home is located.	YES I am a reluctant landlord who can show that I had a compelling reason to sell at the time I moved out of the property in order to avoid or escape an unreasonable burden and that letting the property would only relieve this burden temporarily. I do not own another home.	YES I am a personal representative of someone who has died who had a qualifying interest at the time of their death.	YES I am a mortgage lender (for example, a bank) with a right to sell the property and who can give immediate vacant possession.

- 3.2.1 To be eligible for the NTS Property Scheme, you need to provide evidence that you have a qualifying interest in the property. These are listed in the table above.
- 3.2.2 Owner-occupiers of business premises may be eligible as set out in the table above. A business itself cannot be sold as a going concern to EWR Co under the NTS Property

Scheme and we will not pay any compensation towards the cost of the business being wound up or relocated. Any offer we make under the scheme would only be for the unblighted market value of the premises.

- 3.2.3 Owner-occupiers must have a 'qualifying interest' on the date they sign the application. This is either a freehold or leasehold interest in the property. If it is a leasehold interest, the tenancy must be signed for a certain number of years (term), and there must be at least three years left on the lease on the date you sign your application.
- 3.2.4 The owners of a freehold or leasehold interest are those people whose names are on the Land Registry title or, for 'unregistered land', on the title deeds (or conveyance) for the property.
- 3.2.5 If you only want to sell part of your property, you must clearly state this in your application and provide a clear plan of the area you want to sell. This must also match the area you have marketed for sale.
- 3.2.6 If you have a qualifying interest, you will also need to show that you meet the occupancy or other requirements below.
- 3.2.7 In the case of joint ownership of a private home where owner occupation cannot be established for example due to a relationship breakdown, this can be discussed with the NTS Team.

Do I meet the occupancy requirements?	
<b>Private Homes</b>	<p>You must be living in the property on the date you submit your application and must have owned it and lived in it as your main home for at least six months before that date.</p> <p style="text-align: center;">OR</p> <p>If the property is empty, you must have lived there as your main home for at least six months before it became empty, and as long as it has not been empty for more than 12 months and has not been occupied by anyone else since.</p>
<b>Business Premises</b>	<p>You must have a qualifying interest in the premises on the date of your application and must have owned or leased it for at least six months before that date and have run a business from there throughout this time.</p> <p style="text-align: center;">OR</p> <p>If the property is empty, you must have run a business from there for at least six months before it became empty, as long as it has not been empty for more than 12 months.</p>
<b>Non-residents</b>	<p>You must have the right to sell the property and be able to give immediate vacant possession.</p> <p>If you are the representative of someone who has died, the Land Registry title for the property does not need to be updated with the names of beneficiaries under the will. You can prove you have the right to sell the property by submitting relevant documents, such as a death certificate, will, grant of probate, or letters of administration.</p>

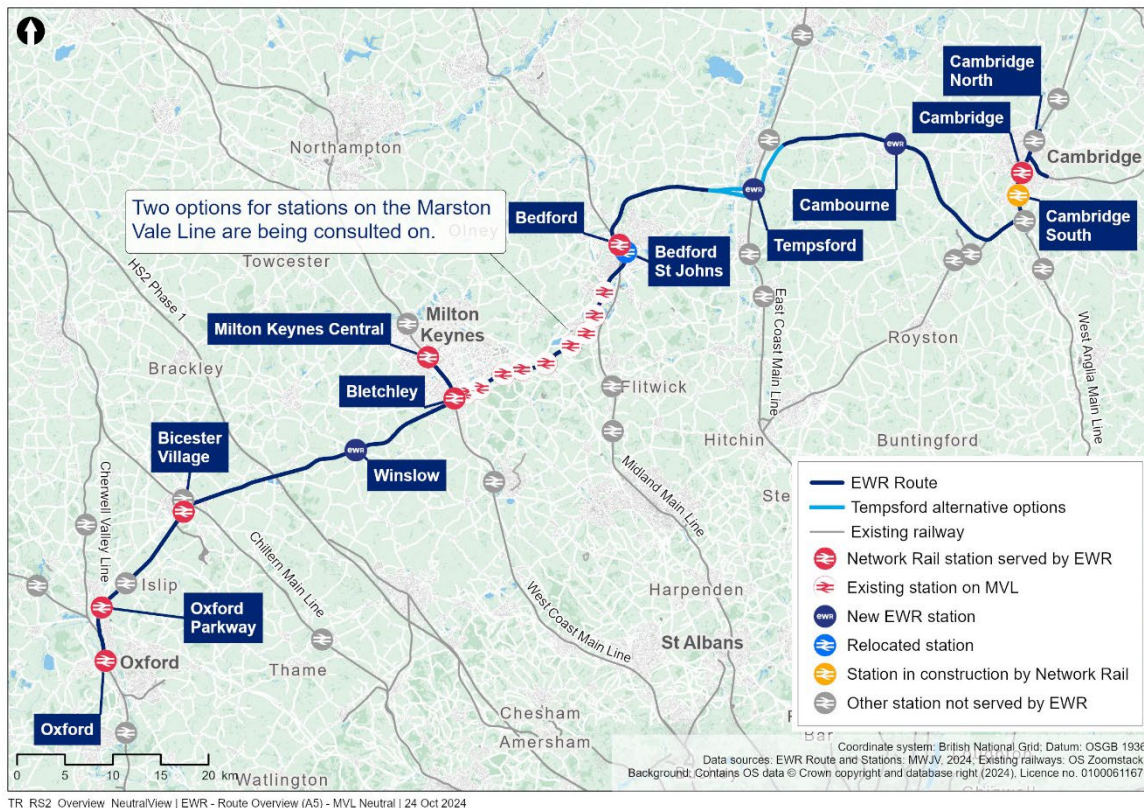
Do I meet the occupancy requirements?	
	If you are a reluctant landlord, you must show that the property you are applying for under the scheme is the only property that you own. You should be able to show that you moved out after you knew about our proposals that affected your property
<b>Agricultural Unit</b>	<p>You must have a qualifying interest in the agricultural unit and have occupied it for at least six months before the date of your application.</p> <p>OR</p> <p>If the agricultural unit is not occupied, you must have a qualifying interest in it, and must have occupied it for at least six months before it became empty, as long as it has not been empty for more than 12 months.</p> <p>AND</p> <p>For the purpose of this scheme, your main home must be located on the agricultural unit.</p>

### 3.3 Criterion 2 – location of property

**Is your property likely to be seriously affected by either the construction or the operation of the new railway?**

- 3.3.1 To be eligible for the NTS Property Scheme, you need to provide evidence that your property is likely to be seriously affected by either the construction or the operation of our proposals. Our proposals are described in the documents published for the non-statutory consultation. The route is shown in the map below and further information is available in the Consultation Brochure which is available on [eastwestrail.co.uk/consultation2024](http://eastwestrail.co.uk/consultation2024).
- 3.3.2 Distance from the line is one factor, but others include:
- the particular characteristics of the property and the nature of its local area, including its position and surroundings.
  - the character of the line once it is completed (for example, whether it will run in a cutting or on a viaduct).
  - the likely impact of the construction of the line in the area.
  - the physical features of the area (for example, whether it is a flat flood plain or hilly).
  - the distance to any nearby points of significant change to the character of the line (for example, a bridge, an embankment a tunnel entrance or a viaduct).





- 3.3.3 The panel will consider each application on a case-by-case basis, taking into account the different characteristics of the route in different areas (for example, whether the railway is on a viaduct or in a cutting). They will use engineering and construction drawings, mapping software and aerial photographs which we will provide (if available) to look at how the construction or operation of the railway would affect your property. If you want to, you can also submit your own photographic evidence of the features of your property (for example, the view towards the railway line) and the immediate area to support your statements about the effect of the railway on your property.
- 3.3.4 In assessing the potential for a property to be seriously affected the panel would consider the information published at the time on our proposals including environmental information.
- 3.3.5 To help you judge how near your property is to our proposals, you can refer to information at [eastwestrail.co.uk/consultation2024](https://eastwestrail.co.uk/consultation2024) or, you can contact the NTS Team by telephone on 0330 838 7583 or email [needtosell@eastwestrail.co.uk](mailto:needtosell@eastwestrail.co.uk).
- 3.3.6 There is no fixed distance from the route that a property must be to meet this criterion. The purpose of this criterion is to decide whether a property's location means that it is likely to be seriously affected by the construction or operation of our proposals. This criterion is used to link the location of your property and the area's physical features to our proposals for the new railway and will take into account the different characteristics of the route. The purpose of this criterion is not to consider the effect of our proposals on the market value of your property – we assess that separately under the 'effort to sell and the effect of blight' criterion.

## 3.4 Criterion 3 – effort to sell and the effect of blight

- 3.4.1 The purpose of this criterion is to decide whether the blight resulting from our proposals, rather than any other factor, is the reason why your property has not been sold or could not be sold, other than at a substantially reduced value (blighted value).
- 3.4.2 We will expect you to provide evidence to show the following:
- 3.4.3 That you have asked at least three recognised estate agents (see below) for advice on marketing your property, including what its realistic unblighted asking price should be.
- 3.4.4 That your property has been on the market with at least one recognised estate agent for at least three months immediately before the date of your application. You should continue to market your property at least until you know the outcome of your application.
- 3.4.5 That you have made all reasonable efforts to sell your property, taking into account the current housing market (including testing more than one asking price).
- 3.4.6 That our proposals are the reason your property has not been sold or cannot be sold, other than at a substantially reduced value (blighted value), and you can demonstrate this, for example, through feedback from viewings or people who have chosen not to view and other relevant evidence.
- 3.4.7 That you have not received an offer within 15% of the property's realistic unblighted asking price, or you can show evidence that an offer received above this level represents a blighted value.
- 3.4.8 We use the term 'recognised estate agent' to mean an estate agent who has experience of marketing properties in the local area, advertising through a variety of media. This can include estate agents who do not have an office in the local area but who, for example, speak to possible viewers, collect feedback, provide a 'For Sale' board (or online listing) and a floor plan, and take professional photographs.

### Offers received:

- 3.4.9 The requirement that you should make all reasonable efforts to sell your property and that, despite those efforts, you have not received offers within 15% of the property's realistic unblighted asking price, helps to show any effect of our proposals. We make the distinction between the asking price of the property and the final purchase price of the property. The asking price is set with the aim of achieving the best possible price. We do not expect you to accept a blighted value for your property. If you consider that an offer received within 15% of a realistic unblighted asking price represents a blighted value, you should submit evidence of this for the NTS Panel to consider.
- 3.4.10 If at the time you send us your application, or before we pass your application to the panel to consider, you receive an offer for your property that is within 15% of the unblighted asking price, we will not be able to pass your application to the panel until you are able to show us you have accepted or refused the offer. If you refuse the offer because you consider it is at a blighted value, the panel will expect to see evidence to show this. We do not expect you to accept an offer at a blighted value for your

property. However, if you accept any offer, whether it is within 15% of the asking price or not, we will not be able to pass your application to the panel to consider while a sale is in progress. This is because it is not appropriate for EWR Co to intervene in or prevent an open-market sale or to affect the property market by competing with open-market buyers to buy a property under the NTS Property Scheme.

### **Inability to market a property**

- 3.4.11 The panel will carefully consider the evidence you give in your application about how you have tried to actively market your property. In particular, evidence that several local estate agents have refused to market the property due to our proposals is important information. In this situation, the panel would not expect a property to be fully marketed. Evidence that local estate agents have refused to market the property due to our proposals should be in the form of letters or emails from estate agents to you.

### **Upfront fees and paid representatives**

- 3.4.12 The panel would not expect a recognised estate agent to charge you any upfront, non-refundable marketing fee due to our proposals. If an estate agent asks you for a fee before they will market your property because they do not believe it will sell due to our proposals, and you want us to take this into consideration, you must provide clear written evidence of this in your application. This does not apply if the estate agent charges upfront fees for all properties, regardless of our proposals (for example, if they charge a fee to market the property instead of receiving commission).
- 3.4.13 If you choose to use a paid representative who is also your estate agent or if you enter into an agreement with an estate agent or other agent who would gain financially from selling your property to EWR Co under the NTS Property Scheme, our panel or decision-maker will not take into account any market appraisal, feedback or other evidence they provide. This is to protect both you and the taxpayer by only considering advice from estate agents and agents who are independent and so do not have a personal or financial interest in profiting from the sale of the property to EWR Co.

### **Other ways of marketing your property**

- 3.4.14 You may choose to market the property yourself. This would include using websites where you can upload details of your property in the form of a listing, to publicise its availability. However, it is unlikely that this sort of self-marketing approach would be able to provide the same level and quality of evidence as using a recognised estate agent.
- 3.4.15 Under this criterion, in your application you have to include information about estate agents' marketing proposals and feedback from people who viewed – or chose not to view – the property. We would not ignore any efforts you have made to market the property yourself, but you must still market the property with at least one recognised agent.
- 3.4.16 The following are examples of evidence that, if possible, you should submit in support of this criterion 3:

- The performance of the current housing market and the efforts that sellers would normally have to make in that market, particularly if they had a compelling need to sell their property. (You can get this information from estate agents, chartered surveyors or the media).
- The price your property would be marketed at ignoring the effect of our proposals (for example, through providing a range of suggested asking prices from estate agents).
- Evidence that you have approached at least three estate agents for a proposed asking price and that the eventual asking price you use reflects their professional opinion of the price your property would be marketed at, ignoring the effect of our proposals.
- Evidence that you have tried more than one asking price (for example, through advertisements or correspondence with your estate agent).
- The agency or sales agreement with your estate agent. If you have used more than one recognised estate agent to market the property, you should provide all agency agreements and evidence of the marketing carried out by each agent.
- Evidence that the property has been actively marketed with at least one recognised estate agent for at least three months.
- Feedback from possible buyers on viewings carried out while your property was being marketed. We would need evidence or confirmation of this from a recognised estate agent.
- Any information from the estate agent showing that possible buyers did not want to view the property due to the expected effect of our proposals.
- Evidence that an offer received was at a blighted value, such as feedback from a possible buyer to estate agents, and local property market information on the difference between the asking price and the sale price.
- Written evidence (emails or letters) that you are unable to market your property because at least three recognised estate agents refuse to take it on due to our proposals.

### 3.5 Criterion 4 – no prior knowledge

Did you buy or lease your property before Route Update Announcement (RUA)	
Yes – you will automatically be assessed as having had no prior knowledge and having satisfied this criteria.	No - If you purchased your property after the RUA we will assess your case (please see below).

- 3.5.1 This criterion is in place to avoid people abusing the NTS Property Scheme by buying a property at its blighted value so they can sell it to EWR Co at an unblighted market value later and profit from the difference. This protects the interests of taxpayers and people who have a compelling reason to sell their property.
- 3.5.2 If you bought or leased your property after we published details of our proposals at RUA, that seriously affect your property, we may consider that you knew about our proposals before you bought the property. The date of the RUA is 26 May 2023.

- 3.5.3 When considering this criterion, the panel and decision-maker will look at:
- The amount of information about our proposals available at the time you bought the property.
  - Whether, from this information, you could reasonably have known that your property is likely to be seriously affected by either the construction or the operation of our proposals for the new railway.
  - The details of our proposals published in the Route Update Report on 26 May 2023 and documents published for non-statutory consultation. These documents are available on the EWR website.
- 3.5.4 There may be evidence to show you could not have known that your property is likely to be seriously affected by either the construction or the operation of the new railway. You may have completed a purchase or lease after the relevant proposals are published, but were not aware of the proposals or didn't know that the property would be close to the route. For example, if the searches relating to the purchase or lease of the property were done before the date the proposals were announced, but you did not complete the purchase or lease until after that date, the panel would take this into account.
- 3.5.5 In cases where EWR Co has agreed to buy a property where you have not met the 'no prior knowledge' criterion, but you have a strong overall case, we will consider whether to relax this criterion in your case. If you purchased the property at a blighted value due to our proposals, we will consider whether it would be appropriate to adjust the price that we are willing to pay for the property to take account of its value at the time it was originally bought.

## 3.6 Criterion 5 – compelling reason to sell

- 3.6.1 Do you have evidence of a compelling reason to sell your property? By this we mean that you would be placed under an unreasonable burden within the next three years if you could not sell.
- 3.6.2 The NTS Property Scheme is available to eligible property owners who can show that they have a compelling reason to sell their property, but have not been able to do so other than at a substantially reduced value because of our proposals.
- 3.6.3 We ask for evidence of a compelling reason to sell so that public money can be targeted towards those most in need. In designing the NTS Property Scheme, EWR Co has sought to balance the needs of individuals with the costs to the public purse.
- 3.6.4 If you can show that you would be under an unreasonable burden within three years from the date of your application, we would expect you to meet this criterion. In the final three years of the NTS Property Scheme, this time frame will only extend to the end of the scheme and so may be less than three years. The end of the NTS Property Scheme will be 12 months after the new railway (which forms part of our proposals) comes into operation, which is the time that 'Part 1 compensation' becomes available (see para 1.1.5). The market is expected to return to normal towards the end of the NTS Property Scheme.



- 3.6.5 The NTS Panel will need a clear explanation of any reason (or reasons) to sell a property now, or evidence that you would be put under an unreasonable burden if you were unable to sell it in the next three years. As much evidence as possible should be provided as the panel will need to see proof of each statement made.
- As a guide, the following situations may, depending on the individual circumstances, be considered as creating a compelling need to sell:
  - A disability or long-term condition(s)
  - A disability or long-term condition(s) seriously affected by the construction and operation of our proposals
  - A serious change in ability to meet financial commitments, for example following loss of a job
  - A growing family resulting in a compelling need to move
  - Downsizing to reduce financial commitments, for instance as part of a retirement plan
  - A move to care for dependent family members
  - A relocation required for work or a new job
  - Dividing assets as part of a settlement following a relationship breakdown
  - Winding up the estate of someone who has died
- 3.6.6 This list is not intended to be exhaustive. We are aware that other circumstances may create a compelling need to sell and these would be considered by the panel on a case-by-case basis.
- 3.6.7 The evidence you give us must show why you would suffer an unreasonable burden within the next three years, as a result of the circumstances set out in your application, if you cannot sell your property at the current time. We only need evidence which supports the compelling reason to sell that you have given in your application. For example, if the reason you give is not financial but is a health-related reason, we do not need financial evidence.
- 3.6.8 If your application is fully or partly related to health and mobility issues, the panel and the decision-maker will take the following into account when assessing it:
- Whether, if you stayed in your property, you would have to take on extra help to carry out routine maintenance of your property because your disability or long-term condition(s) means you cannot do the work you used to do yourself before the start of your disability or long-term condition(s).
  - Whether, if you stayed in your property, you would incur significant extra expense in adapting your property to meet your medical or mobility needs.
  - Whether, if your long-term condition(s) or disability means you need significant support from your family, you would not be able to access that support from your property.
  - Whether, if your disability or long-term condition(s) means that you will need to regularly use local amenities, staying in your property would mean living in a location where you cannot access them easily and independently.

- 3.6.9 If the panel and decision-maker believe that your disability or long-term condition(s) is likely to get worse, they can look further ahead than three years when considering whether to accept your application. That is, they may consider that your disability or long-term condition(s) will not become a compelling need to sell in the next three years, but that it would do over a longer period. They will decide whether to do this based on the evidence you include in your application.
- 3.6.10 If you receive the State Pension (or expect to receive a State Pension within three years of applying to the NTS Property Scheme), we would not usually need evidence to support your plans to retire under criterion 5 – compelling reason to sell, unless your application is fully or partly related to financial circumstances resulting from your retirement.

## 4. Application process

- 4.1.1 Our NTS team cannot advise you on evidence that may result in a successful application, as each case will depend on individual circumstances. Their role is to manage a fair and efficient decision-making process on behalf of EWR Co. It is your responsibility to supply all the relevant evidence to support your application.
- 4.1.2 You do not need to have property valuations carried out by a chartered surveyor at any stage before or during the application process. The people considering your application will take into account the views of the estate agents marketing your property on what the realistic unblighted asking price would be.
- 4.1.3 It is essential that you read and understand the requirements of the NTS Property Scheme. If you have any questions about the scheme, please contact our Helpdesk (see section on Further Information). If you have applied for the NTS Property Scheme before but been unsuccessful, your decision letter will outline the reasons you were unsuccessful and whether we need more or different evidence for the eligibility criteria. It is important that you read and understand your decision letter and the feedback from our NTS team if you are thinking about applying again because your circumstances have changed or you are able to provide further evidence.
- 4.1.4 The NTS Property Scheme is aimed at supporting people who are most directly and negatively affected by our proposals. Decisions on your application are based on the information and evidence you provide. If you resubmit an application using the same basic information hoping for a different outcome, it is not likely to be successful. If you have no further useful evidence to give us, or if there has not been a significant change in your circumstances, you would need to seriously consider whether it is worth repeating your application.
- 4.1.5 You do not need to appoint professional representatives to help with your application. EWR Co has designed the application process so that you do not need anyone to act on your behalf. Once you have applied for the NTS Property Scheme, you will be allocated a named manager from our NTS team who will be your main point of contact.
- 4.1.6 You are welcome to seek support from someone other than an NTS manager, to help with your application. You may want to ask a friend or relative or a professional. In your application you must explain the relationship between you and any representative you ask us to correspond with. For any statement made on your behalf, your representative must sign the statement (or statements) and give their name, firm and position in that firm (if this applies) and declare that the information is correct to the best of their knowledge.
- 4.1.7 If you use a paid representative, or if you enter into an agreement with an estate agent or agent who would gain financially from EWR Co buying your property under the NTS Property Scheme, the panel or decision-maker will not be able to take into account any market appraisal, feedback or other evidence provided by this estate agent or agent.



## 4.2 Step one: You send us your application and supporting evidence

- 4.2.1 Fill in the application form and send it to us with as much supporting evidence as you can provide.
- 4.2.2 In the application form, we have included examples of the documents we need. They include:
- proof of identity (Section 2.1 of the form)
  - evidence of property type and ownership (Section 3.3 of the form)
  - evidence that the property is likely to be seriously affected by either the construction or the operation of our proposals (Section 4 of the form)
  - evidence of your efforts to sell and the effect of our proposals (Section 5.1 of the form)
  - evidence of a compelling reason to sell (Section 7 of the form)
- 4.2.3 You should try to provide evidence to cover at least the past six months, as it will help give the panel a full picture of your circumstances.
- 4.2.4 If you don't provide original documents or certified copies of the evidence we need, this will delay the decision on your application. We need this evidence, or an explanation of why you cannot produce it, before the panel can consider your application. If you cannot produce one or more pieces of evidence, please include the reason for this in your application.
- 4.2.5 If you are not providing original documents, copies should be certified by a UK solicitor, an accountant, a doctor listed on the General Medical Council website, or a bank manager. You will need to give us this person's name and contact details including email address, telephone number and address so that we can contact them if necessary.
- 4.2.6 We also accept copies of documents which have been certified using the official Post Office Identity Document Checking Service. If you use this service we will need the original, filled-in checking service form and the original till receipt from the post office. We should receive your application no later than two months from the date on the till receipt. If you do not meet any of these requirements, we will not accept certification by the Post Office.
- 4.2.7 We need one document to confirm the identity of everyone who needs to sign the application form. This could be a document that you are already providing as evidence for another part of your application. Please see the declaration section of the application form for a complete list of documents that can be used to confirm your identity.

## 4.3 Step two: The NTS team reviews your application

- 4.3.1 The NTS team will acknowledge your application by email or letter. They will review your application to make sure that it is ready for the panel to consider and contains the information we have asked for on the application form. If information is missing, or if

you have not provided evidence for any or some of the criteria, we will contact you and ask if you would like to provide it. Also, in almost all cases, we will contact the estate agents who are currently marketing the property.

- 4.3.2 Your application will be set up on the NTS Portal and you will be sent login details to use the portal. Although new discretionary property scheme applications and supporting evidence cannot currently be submitted online, the portal will allow you to track the progress of your application after we receive your original application form and supporting evidence. You will be given a named NTS manager, who will be your main point of contact if you have any questions.
- 4.3.3 We will check your original documents and return them to you as soon as possible after receiving your application.
- 4.3.4 We will take copies of all documents and return the originals to you. If it is not possible to produce a clear copy of the document (due to its age or condition), we may need to keep the original until a decision on your application has been made. The NTS team will tell you if we need to do this.
- 4.3.5 The NTS team will hold paper and electronic copies of your documents in line with the Data Protection Act 2018.
- 4.3.6 For information about how we will handle your personal information, please see our Privacy Notice.

## **4.4 Step three: A panel of professionals considers your application**

- 4.4.1 We will pass your application to the NTS panel for consideration.
- 4.4.2 The three members of the panel will be independent of EWR Co and the Department for Transport.
- 4.4.3 The panel will make a recommendation to the Secretary of State for Transport.
- 4.4.4 For further information about the panel, please see our website.

## **4.5 Step four: The Secretary of State decides your application**

- 4.5.1 A senior civil servant who has authority from the Secretary of State will consider your application and the recommendation made by the NTS panel. They will either make the final decision or present their view to the Secretary of State or a minister for a final decision.
- 4.5.2 If your application is accepted, we will write to you. The next step will be for you to begin the valuation process which is explained in 4.5.3.
- 4.5.3 Where a successful application is made under the NTS Property Scheme, we will buy the property at its unblighted market value. That is the property value as if there were no infrastructure proposals for the new railway. Under the NTS Property Scheme valuation process, initially two valuations will be completed, both paid for by us. You will choose

one of the valuers. If the two valuations are within 10% of each other our offer will be based on the average of these valuations. If the two valuations are not within 10% of each other, we will pay for a third valuation and our offer will be based on the average calculated from the two closest valuations. All valuations will be carried out by a RICS Registered Valuer (see glossary). There is more information on the valuation process on the EWR website. Following these valuations, EWR Co will make you an offer to purchase your property at its unblighted market value.

- 4.5.4 You will have three years from the date of our letter accepting your application, to begin the process of selling your property. You can begin the valuation process at any time within the first two and a half years. This will leave six months for you to accept an offer and instruct your solicitors to begin the conveyancing process. If you do not instruct your solicitors within the three-year period following our letter, the acceptance will no longer be valid and you will need to reapply. Once you have received your offer your property will not be revalued at any point (either within or after the three-year period).
- 4.5.5 If you accept the offer within the three-year period and have instructed solicitors but do not actively follow up the sale, we will withdraw the offer if conveyancing is not under way and actively going ahead within six months of the three-year period ending.
- 4.5.6 The offer will represent 100% of the unblighted market value of your property at the time of the valuation. The unblighted market value at that point may be different from the unblighted asking price used when marketing the property.
- 4.5.7 If you are unsuccessful, the NTS team will write to you, setting out the reasons for the decision in your decision letter. There will be no opportunity to discuss your case with the panel members or decision maker. To help make sure the application process is impartial and consistent, the decisions of both the panel and the decision-maker are based only on the information in applications and supporting evidence.
- 4.5.8 You can reapply if there is a significant change in your circumstances or you have new evidence that may be relevant to the reason (or reasons) your application was turned down. If you are unable to provide new evidence, and your circumstances have not changed, it is very unlikely that reapplying on these grounds would result in a different outcome.
- 4.5.9 You need to reapply only in relation to the criterion (or criteria) under which you were unsuccessful, as long as:
  - you submit your application within six months of receiving a previous decision (that is, six months from the date on the most recent, previous decision letter).
  - there has been no significant change in your circumstances in relation to the criterion (or criteria) on which you had previously been successful.
- 4.5.10 Otherwise, when you reapply you would need to cover all five criteria again.

## 4.6 Help from others with your application

- 4.6.1 EWR Co has designed the application process so that you do not need anyone else to act on your behalf. We have tried to provide as much information as possible in this document to help you. Once you have submitted your application, you will be allocated a named manager from our NTS team who will be your main point of contact. You are welcome to contact us with questions at any point, using the contact details in our acknowledgement letter.
- 4.6.2 You are welcome to seek support from someone other than an NTS manager to help you with your application. However, EWR Co will not refund any costs you may have in doing this. You may want to ask a friend or relative or a professional. In your application you must explain the relationship between you and any representative you ask us to correspond with.
- 4.6.3 For any statement made on your behalf, your representative must sign the statement and declare their name, firm and position in that firm (if this applies), and that the information is correct to the best of their knowledge.
- 4.6.4 As set out in Section 3.3.8, if your representative is also your estate agent, the panel will not be able to take into account any market appraisal or other evidence provided by them. This is to protect both you and the taxpayer by only considering advice from estate agents who are independent and so do not have a personal or financial interest in profiting from EWR Co buying your property.
- 4.6.5 You (the person or persons with the qualifying interest in the property) must sign and date the declaration page and read and understand every page of the filled-in application form and every piece of evidence submitted.
- 4.6.6 We will copy representatives into all correspondence, but we will always send correspondence direct to you for security, transparency and speed. So please make sure you provide your contact details, such as your email address and phone number (and those for any other applicants), even if you are using a representative.
- 4.6.7 We will also need you to give your permission if a representative asks to see documents such as valuation reports for your property, before we are able to show that document to the representative.
- 4.6.8 If your representatives holds power of attorney they will be legally acting on your behalf including making statements and signing documents and they will be our contact during the process, as if they are the applicant.

## 4.7 Accepted applications and offers made

- 4.7.1 If we have accepted your application because your compelling reason to sell is urgent, we expect you to try to sell your property to us as quickly as possible.
- 4.7.2 If at any point between the decision letter being sent and you exchanging contracts we become aware of any information or a significant change in circumstances that would affect the decision made on your application, we can review the decision. This could

result in withdrawing our acceptance or offer. If this happens, you will be able to reapply to the NTS Property Scheme, to reflect the change in your circumstances or extra information.

- 4.7.3 We will not withdraw the acceptance or offer if you receive an offer on the property from someone else, after your decision letter is sent.

## 5. Further Information

- 5.1.1 Once you have submitted an application, you will be provided with a named NTS manager who will be your main point of contact if you have any questions.
- 5.1.2 For further information referenced in this guide, you can find the following information on the EWR website or via the links provided.

Links to Further Information
EWR Website – <a href="http://eastwestrail.co.uk">eastwestrail.co.uk</a>
EWR Website Land and Property – <a href="http://eastwestrail.co.uk/land-and-property">eastwestrail.co.uk/land-and-property</a>
EWR Co Privacy Notice – <a href="http://eastwestrail.co.uk/privacy-at-ewr-co">eastwestrail.co.uk/privacy-at-ewr-co</a>
EWR Guide to Part 1 Claims - <a href="http://eastwestrail.co.uk/land-and-property">eastwestrail.co.uk/land-and-property</a>
EWR Guide to Statutory Blight Notices - <a href="http://eastwestrail.co.uk/library/land/blight-notices">eastwestrail.co.uk/library/land/blight notices</a>
Route Update Report – <a href="http://eastwestrail.co.uk/routeupdate">eastwestrail.co.uk/routeupdate</a>
Non-Statutory Consultation – <a href="http://eastwestrail.co.uk/consultation2024">eastwestrail.co.uk/consultation2024</a>
EWR Safeguarding - <a href="http://eastwestrail.co.uk/safeguarding">eastwestrail.co.uk/safeguarding</a>

- 5.1.3 We will treat every applicant with respect however, if you find you have issues, concerns or wish to make a complaint please don't hesitate to get in touch so we can investigate and quickly find a good resolution. You can do this by:
- Raising the issue with your dedicated NTS Manager
  - Email us at [needtosell@eastwestrail.co.uk](mailto:needtosell@eastwestrail.co.uk)
  - Sending us a message online at [eastwestrail.co.uk/get-in-touch](http://eastwestrail.co.uk/get-in-touch)
  - Calling us on 0330 838 7583
  - Writing to us at Freepost EAST WEST RAIL
- 5.1.4 If your application has been unsuccessful, you can reapply (see 4.5.8). The outcome of an application cannot be altered by complaining to us.

## 5.2 Completing your application form

- 5.2.1 A copy of the NTS application form can be found at the end of this Guide.
- 5.2.2 If you'd prefer EWR Co to send you a copy of the application form to your home address, please request this via [needtosell@eastwestrail.co.uk](mailto:needtosell@eastwestrail.co.uk) or by calling us on **0330 838 7583**.

## 5.3 Submitting your application form

- 5.3.1 Please send your filled-in application form, along with all supporting evidence, in hard copy (paper format) to the address below. We strongly recommend you send your application using Royal Mail Special Delivery, but we do not insist on this.

NTS Team  
East West Railway Company  
The Quadrant  
Elder Gate  
Milton Keynes  
MK9 1EN

# Need to Sell application form

## Need to Sell Property Scheme

Before you fill in this application form, please read the NTS Property Guide in full. Please provide as much information and evidence as you can, using extra sheets if necessary. This will help us to process your application as quickly as possible. When sending supporting documents, please send original documents or certified copies.

### 1. Personal Details

To be completed by the applicant

#### 1.1 Address of the property you are applying for:

.....  
.....  
.....  
.....  
Postcode.....

#### 1.2 Your details

Include only your own details here. If you are using a representative, provide their details on Section 2.3 of this form

Title (Mr, Mrs, Miss, Ms, Dr and so on): ..... First names: ..... Surname: ..... Phone number 1: ..... Phone number 2: ..... Email address: .....	Title (Mr, Mrs, Miss, Ms, Dr and so on): ..... First names: ..... Surname: ..... Phone number 1: ..... Phone number 2: ..... Email address: .....
Title (Mr, Mrs, Miss, Ms, Dr and so on): ..... First names: ..... Surname: .....	Title (Mr, Mrs, Miss, Ms, Dr and so on): ..... First names: ..... Surname: .....



Phone number 1:  
.....

Phone number 2:  
.....

Email address:  
.....

Phone number 1:  
.....

Phone number 2:  
.....

Email address:  
.....

1.3 Contact address and postcode, if different from the address above in 1.1:

.....  
 .....  
 .....  
 .....  
 .....

We will use email as our main way of getting in touch. If you don't check your emails regularly, or you would prefer to be contacted by post, please tick below.

**I do not want to be contacted by email. Please send all correspondence by post.** ☐

## 2. Your declaration

To be completed by applicant unless stated otherwise
--

### 2.1 For applicants submitting their first application or a further application

Please make sure that each applicant signs in the box below under 2.1 (and adds the date they sign) and provides an original or certified copy of a document that gives proof of their identity. This document must be current and valid and contain a photograph of the applicant. Documents which provide proof of identity are:

- passport or
- driving licence.

I declare that the information I have given on this form is correct and complete. I understand that EWR Co and the Department for Transport will use all of the information provided on this form and all supporting evidence to decide my application under the Need to Sell Property scheme.

I understand that you will carry out security and anti-fraud checks on information and supporting evidence I have provided. This may include checks that use market intelligence services, contacting estate agents who are currently marketing the property and contacting my employer (or possible employer). I understand that if any issues arise from these checks, you may refer this information to your Counter Fraud team for further investigation.

I give permission for you to carry out any relevant checks and to contact estate agents and employers.

If I give information I know is incorrect, or if I do not include information I know is relevant, my application and the Government's decision on it will not be valid and the Secretary of State may take legal action against me.

**Please note:** If your application is successful but, at any point between your decision letter being sent and you exchanging contracts we become aware of any information or a significant change in circumstances that would affect our decision, we can review the decision. This could result in EWR Co withdrawing our acceptance or offer. If this happens, you will be able to reapply to the scheme, to reflect the change in your circumstances or extra information.

**Each applicant must sign below and add the date they signed**

Applicant 1: .....Date.....

Applicant 2: .....Date.....

Applicant 3: .....Date.....

Applicant 4: .....Date.....

**2.2 For applicants submitting another application within six months of the date on the decision letter relating to their previous application:**

To be completed by applicant only if applicable

Please confirm the date on the previous decision letter. This must be within six months of the date you send this application.

.....  
 ..... (There is no need to send us a copy or the original decision letter – we will check this information in our records.)

Please confirm the criteria you are basing your application on by ticking the relevant box (or boxes) below. This should be the exact criteria on which your previous application was unsuccessful. There is no need to send us evidence to do with criteria you were successful on in your previous application, as long as there has been no change to your circumstances to do with any of those criteria. (If there has been a change to your circumstances, you must submit a new, full application covering all criteria.)

Criterion 1: Type of property ☐

Criterion 2: Location of property ☐

Criterion 3: Effort to sell and the effect of blight ☐

Criterion 4: No prior knowledge ☐

Criterion 5: Compelling reason to sell ☐

I declare that there has been no change to my circumstances to do with the criteria under which my previous application was successful.

**Each applicant must sign below and add the date they signed**

Applicant 1: .....Date.....

Applicant 2: .....Date.....

Applicant 3: .....Date.....

Applicant 4: .....Date.....

### **2.3 For applicants who are using a representative to act on their behalf:**

To be completed by applicant only if using a representative

Please provide the representative's name and contact details below.

Name: .....

Organisation: .....

Phone number: ..... email address:  
.....

Their relationship to you: .....

Has the representative received, or will they receive, any payment from you for acting as your representative? Yes ☐ No ☐

#### **To be completed by the applicant:**

To be completed by applicant only if using a representative

I (the applicant) confirm that I want the person named above to represent me for the purpose of submitting this application. I agree to this person acting on my behalf until I receive a decision on my application.

**Each applicant must sign below and add the date they signed.**

Applicant 1: .....date.....

Applicant 2: .....date.....

Applicant 3: .....date.....

Applicant 4: .....date.....

**To be completed by the representative:**

To be completed by representative of the applicant if a representative is being used

I (the representative) confirm that I will act on behalf of the applicant for the purposes of this application. ☐

I acknowledge that, as a paid representative or a representative who would otherwise benefit financially from the sale of the property to EWR Co, the panel or decision-maker will not take into account any evidence that I provide myself, such as feedback from the marketing of the property. ☐

I declare that the information I have given on this form is correct and complete. I understand that EWR Co and the Department for Transport will use all of the information provided on this form and all supporting evidence to decide the applicant's claim under the Need to Sell Property scheme.

I understand that you will carry out security and anti-fraud checks on information and supporting evidence provided. This may include checks that use market intelligence services, contacting estate agents who are currently marketing the property, and contacting the employer of the applicant(s) (or possible employer). I understand that if any issues arise from these checks, you may refer this information to your Counter Fraud team for further investigation.

If I give information I know is incorrect, or if I do not include information I know is relevant, the application and the Government's decision on it will not be valid and the Secretary of State may take legal action against the applicant for me (or both of us).

**Please sign below and add the date you signed.**

Representative's signature:.....Date:.....

### 3. Criterion 1: Type of property and ownership

To be completed by the applicant.  
Ensure you read Section 3.1 of the guide entitled 'Criterion 1 – Type of Property and Ownership'

#### 3.1 What is your interest in the property?

Please tick the relevant box(es) below

Are you:

- the owner-occupier of a private residential property? ☐
- the owner-occupier of business premises whose annual rateable value is not more than £36,000 ☐
- the owner-occupier of an agricultural unit? ☐
- the mortgage lender who has a right to sell the property and can give immediate vacant possession? ☐

a personal representative of someone who has died? ☐

a reluctant landlord? ☐

What category of ownership do you have?

Freehold ☐

Leasehold ☐

If leasehold, how long until the lease runs out? ..... years ..... months

### 3.2 What Land Registry titles are included in the sale?

Please list all title numbers and state whether these are to be sold in full or part. If you only want to sell part of your property, please provide a clear plan of the area you are applying for. This must be the same as the area of the property that has been marketed for sale.

.....

.....

.....

### 3.3 Please include evidence to support your answers. Evidence should be original documents or certified copies, and may include one or several of the following.

#### 3.3.1 Proof of ownership:

- The epitome of title document (if the property contains more than one title, all titles should be provided)
- The conveyance to the current owner or
- A copy of the Land Registry Office entry.

#### 3.3.2 Proof of Owner Occupancy

For **owner-occupiers** of the property, you provide two pieces of evidence at the time you apply as proof of occupancy

1. The first piece of evidence dated within the **three months** immediately before the date on your application.
2. The second piece of evidence should be dated at least 6 months before the date of your first piece of evidence but within the 18 months before the date of your application.

If the property is empty you will need to provide evidence that the property has been empty for no longer than 12 months from the date of your application and that you occupied it for at least six months before it became empty. We would expect to see evidence of the date you left the property. This is in addition to two pieces of evidence as set out below showing that the property was occupied for six months before it became empty.

We need two documents, which must be from different organisations. Document one from list A and document two from list B, or both documents from list A. (See both lists below). All documents must include all applicants' names and the address of the property and must be originals or certified copies of paper statements (that is,

not printed from the internet or from an electronic copy). This may mean you need to ask organisations for paper copies.

Please tick which evidence you are providing from each list below.

#### List A

- ☐ A recent, dated bank or building society statement displaying a date of issue, or showing transactions, from within the last three months.
- ☐ A mortgage statement.
- ☐ A recent, dated credit card statement displaying a date of issue, or showing transactions, within the last three months.
- ☐ Loan statements or a student loan statement.
- ☐ Documents and correspondence about the State Pension, tax credits, Universal Credit or other benefits.
- ☐ Private pension statements (if you currently receive a pension).

#### List B

- ☐ Utility bill (for example, gas, electricity, water or land line phone).
- ☐ Local authority tax bill (for example, council tax or business rates bill).
- ☐ Home contents insurance certificate for the address for the relevant period. If you want to submit this, you will also need to provide the buildings insurance certificate for the property for the same period (if they are separate), to show that you have both buildings and contents insurance as an owner-occupier.

**We may ask for further proof to confirm statements and we may check the electoral roll or other sources to confirm statements you have made.**

#### Examples of evidence that we cannot accept

- Provisional or full driving licence
- National Insurance card
- Mobile phone bills
- Letter from a GP, dentist or similar
- TV licence and other related documents

(We cannot accept the items in this list as they do not provide reliable proof of an address).

#### 3.3.4 Further evidence if you are not an owner-occupier.

To be provided in addition to 3.3.1 Proof of Ownership

If you are not an owner-occupier, you will also need to provide other evidence, as below.

#### Mortgage lenders

We will need:

- details of any mortgage roll or reference number and contact details of the bank or lender; or

- proof that you are a mortgage lender and confirmation that you can sell the property with vacant possession.

#### **Personal representative of someone who has died**

We will need:

- the death certificate, power of attorney, grant of probate, last will and testament and letters of administration; and
- if possible, evidence that the person occupied the property before their death (in line with the requirements for owner-occupiers set out above).

#### **Reluctant landlords**

- If relevant, a copy of all tenancy agreements for your new accommodation since you moved out of the property that the application relates to, including proof that the earliest tenancy agreement began after the date you moved out and after you knew about EWR proposals that affected your property or evidence of other living arrangements.
- Copies of any tenancy agreements in place for the property since you moved out
- If the property is currently vacant, evidence of marketing it for letting
- If the property is currently vacant, a council tax bill to prove it is vacant
- Proof that you are living at the property you are currently renting
- Proof that you lived at the property for at least six of the 18 months before you moved out

## **4. Criterion 2: Location of property**

To be completed by the applicant

Ensure you have read Section 3.2 of the guidance first, entitled 'Criterion 2 – Location of Property'.

Briefly describe the location and characteristics of the property and its surroundings, including where it is in relation to our proposals for the new railway.

Please include evidence that supports this description. Tick which evidence you are providing from the list below

- ☐ The filed plan held at the Land Registry (originals or certified copies);
- ☐ a plan of the agricultural unit (if this applies to your application);
- ☐ a map showing the exact location and outline of the boundary of the property, if it might be difficult to identify the boundary using just the address; or
- ☐ evidence that supports your statement above, such as photographs of the existing surroundings, maps, plans or drawings.
- ☐ Other. Specify:

## 5. Criterion 3: Effort to sell and the effect of blight

To be completed by the applicant  
Ensure you have read Section 3.3 of the guidance first, entitled 'Criterion 3 - Effort to Sell and the Effect of Blight'

Please give details of the marketing advice you received including any refusal to market for your property before you chose your estate agent. You must provide evidence of having approached **at least three** estate agents.

If you have approached a number of recognised estate agents and any have refused to market your property due to our proposals, please provide all evidence of this. For example, this might include originals or certified copies of letters or printouts of emails in which agents say why they refuse to market the property, records of appointments with estate agents visiting your property and promotional materials addressed to you before the agent refused to market the property.

Estate agent's name, address and website address	Date you received the advice	Proposed price of the property if applicable	Refused to Market Property (Y/N)



When was the property first placed on the market? .....

What was the initial asking price for the property? .....

What is the current asking price for the property? Please list all reductions that have been made to the asking price and when these took place.

.....

How has the property been marketed?

.....

.....

.....

How many viewings has the property had?

.....

**5.1 Please provide details of any offers you have received for the property.**

Date of offer	Estate agent the offer came from. (If it was a private offer, please write 'private offer'.)	Offer amount	Outcome and details

Give details of the estate agent currently marketing the property. (If more than one estate agent is marketing the property, please add details on a separate sheet.)

Estate agent's name: .....

Name of your contact there: .....

Branch address: .....

Phone number: .....

Email address: .....

Please tick to confirm the following

I have approached at least three agents for marketing advice. ☐

My property has been on the market for at least three months with one or more agent(s) and I have reduced the asking price at least once. ☐

I have received feedback from estate agent(s) or possible buyer(s) that the proposals for the new railway are preventing the property from selling. ☐

I have not received an offer within 15% of the unblighted asking price or, if I have, I can show that this offer was unreasonably low, specifically because of the proposals for the new railway. ☐

I am not currently selling my property to anyone else and do not have any outstanding offers that I have not accepted or rejected at this time. ☐

Please include evidence to support your answers. This evidence should be original documents (or certified copies) and should include the following items (if you have them). Please tick each item that you have provided.

Valuation and marketing proposal letters from estate agents you took advice from before putting the property on the market with the agents you chose. ☐

Instruction letter from an estate agent (or estate agents, if you have appointed more than one). ☐

Sole or joint agency or sales agreement (for example, your contract with your estate agent). **It is essential that you provide this.** ☐

Proof of the date the estate agent began marketing the property (for example, correspondence from the estate agent, newspaper advert, website entry, promotions). ☐

Sales details produced by current and previous estate agents for your property. ☐

Evidence of marketing, such as adverts in local and national media, internet marketing using national or local websites, or evidence of a 'For Sale' board. ☐

Feedback from viewings or from people who chose not to view the property. (This must come from the viewers themselves or from current and previous estate agents.) ☐

Other letters and any other relevant documents your agent has sent you. ☐

Evidence of offers you have received and the outcome of these. ☐

## 6. Criterion 4: No prior knowledge.

To be completed by the applicant  
Ensure you have read Section 3.4 of the guidance first, entitled 'Criterion 4 - No Prior Knowledge'

On what date did you buy the property? .....

Please include evidence to support when you bought the property (or inherited it or received it in a settlement, for example). If the property is registered with the Land Registry, the copy of the title you have already provided for criterion 1 is enough – there is no need to provide two copies.

If you bought your property after 26 May 2023, you will need to show further evidence that you could not have known about the EWR proposals when you bought it. (For example, originals or certified copies of local authority search reports done as part of the conveyancing process, showing that they do not mention EWR or proposals for the new railway).

## 7. Criterion 5: Compelling reason to sell

To be completed by the applicant

Ensure you have read Section 3.5 of the guidance first, entitled 'Criterion 5 – Compelling Reason to Sell'

Describe why you have a compelling reason to sell your property. Please explain the unreasonable burden that would result within the next 3 years if you were unable to sell the property.

Please include relevant supporting evidence (either originals or certified copies).

Depending on the compelling reason you have told us about, examples of evidence can include:

Please tick those below that apply to your case.

- ☐ official divorce documents
- ☐ court orders, including orders to sell the property
- ☐ payslips
- ☐ statements issued by HMRC, such as a P60 or P45
- ☐ HMRC tax documents, for example, tax assessment, statement of account and notice of coding
- ☐ mortgage statements and other correspondence from mortgage lenders
- ☐ letters from health authorities and trusts, hospitals, medical consultants, GPs or dentists
- ☐ audited company accounts (or accounts yet to be audited)
- ☐ letters from employers about redundancy, employment contracts and so on
- ☐ death certificates, wills, grant of probate and letters of administration
- ☐ correspondence from Government departments (that show, for example, that you receive benefits or other entitlements)
- ☐ letters and other documents from qualified solicitors, accountants, barristers, chartered surveyors and other professionals
- ☐ Other. Please specify

If you download bank, building society or credit card account statements from an online banking facility and they do not contain your name, account number, or details of the bank or the logo, please provide evidence that you got this document from the bank, credit card company or building society and that it represents your account.

We will use the documents you provide as evidence, including those in the list above, to verify every statement you have made about why you consider that you have a compelling reason to sell your property to avoid an unreasonable burden within the next three years.

We have provided three examples below, to help you complete your application:

### **A job relocation**

If you have included a change of job or job relocation in the reasons for your application, we would expect you to provide at least the following (originals or certified copies).

- An official signed letter to you confirming the job offer or relocation. This must be on headed paper and from a named person employed by whoever is offering you the job.
- Documents or correspondence that give details of where the job relocation is from and to, and the timescales involved. For example, a P45, offer letter from a new employer, and a copy of an

employment contract confirming a job offer or a change in employment that involves a significant change in location

- Documents or correspondence giving the reasons for the job move or the business case for the relocation, if possible.

### Financial matters

If your compelling reason to sell is due to financial matters, it is very important that you provide official paperwork and records that give a complete picture of your finances which may include:

- signed and dated letters from lenders
- recent bank or building society (savings accounts)
- mortgage statements
- payslips
- HMRC statements
- summary of your income and outgoings

### Medical Conditions

If your compelling reason to sell is related to a medical condition or conditions, it is very important that you provide clear evidence to demonstrate why your home is no longer suitable for you which may include:

- Medical evidence of your current state of health
- Medical evidence that your current accommodation is no longer suitable
- Details of the types of alternative suitable accommodation you need
- Evidence of no longer being able to maintain your current property
- Evidence of no longer being able to readily access your existing property
- Evidence that your property is not close enough to local amenities, doctors' surgeries and so on.

**Please tick the boxes for each section that you have filled in and provided evidence for.**

Criterion1: Type of property and ownership ☐

Criterion2: Location of property ☐

Criterion3: Effort to sell and the effect of blight ☐

Criterion4: No prior knowledge ☐

Criterion5: compelling reason to sell ☐

Please list, in order of the criteria, the supporting evidence that you are sending with this application form. Please use extra sheets if necessary.

.....  
 .....

.....

.....

.....

.....

.....

.....

.....

Please use extra sheets to provide any other information you think is relevant to your application, and enclose them with your application. Please number the extra sheets and say which criterion they relate to.

How many extra sheets have you used (not including supporting evidence such as copies of documents)?  
 .....

### How we will use your personal information

EWRCo and the Department for Transport will use the information you have provided on the application form only for the purpose of processing your application under the Need to Sell Property scheme.

We will not share your information with other organisations except to prevent fraud or if we have to do so by law.

We will return the original of this application form and all supporting documents to you and keep a copy for our records.

### Where did you hear about the Need to Sell Property scheme?

To help us understand how effective communications about the Need to Sell Property scheme have been, please tell us where you first heard about the scheme.

EWRCo or Department for Transport staff ☐

Local media (including newspapers, local social media groups, flyers etc.) ☐

Word of mouth ☐

Internet (including EWRCo website) ☐

Public-consultation document or event ☐

Other.....

### **Sending your application**

Please send your filled-in application form, along with all supporting evidence, in hard copy (paper format) to the address below. We strongly recommend you send your application using Royal Mail Special Delivery, but we do not insist on this.

NTS Team  
East West Railway Company  
The Quadrant  
Elder Gate  
Milton Keynes  
MK9 1EN