



ESTATES AND PROPERTY SECTION

PROCEDURE FOR DECLARING PREMISES SURPLUS TO OPERATIONAL REQUIREMENTS AND SURPLUS ASSETS DISPOSAL PROCESS

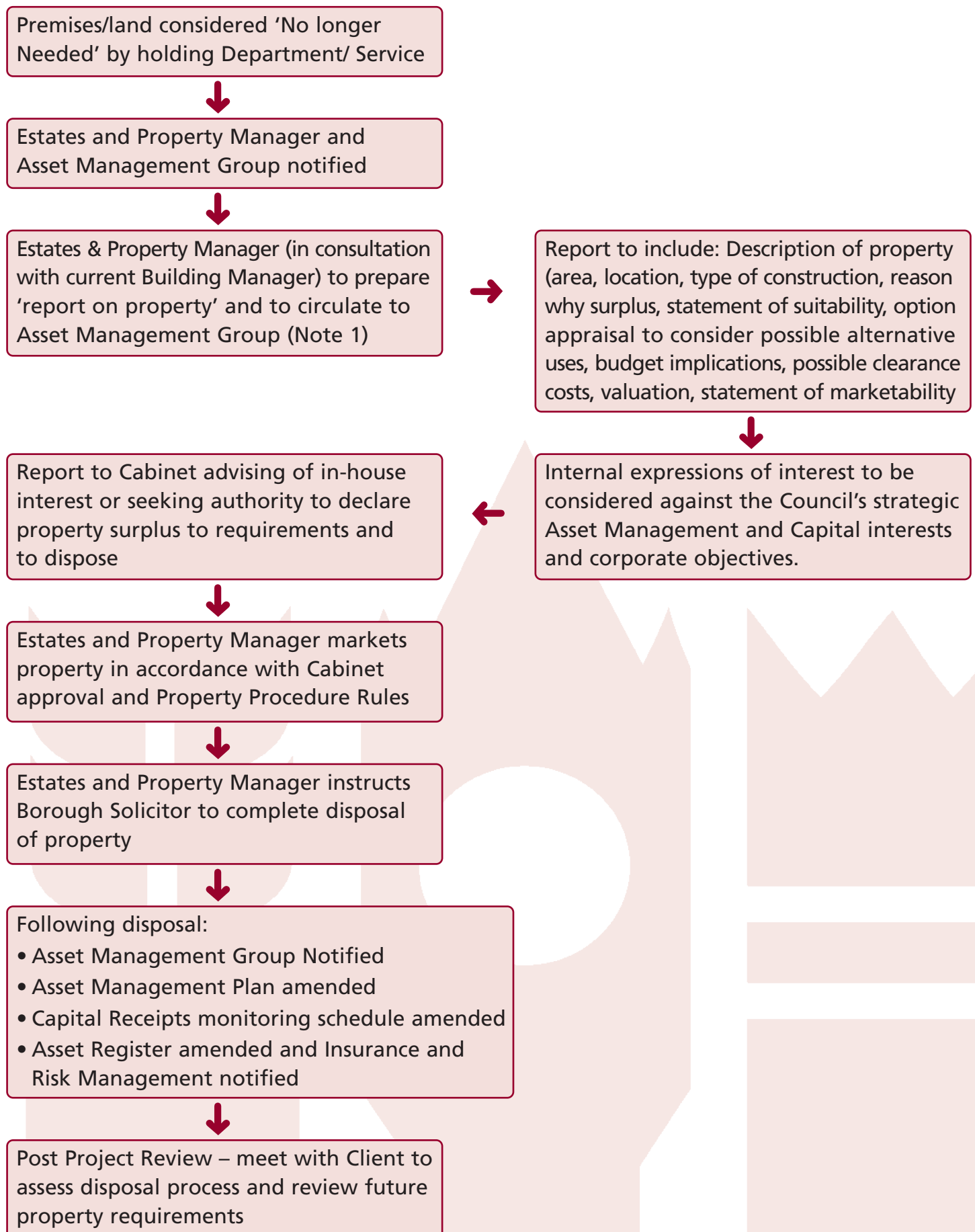
Estates and Property Section of the
Development and Environment Department

Procedure for Declaring Premises Surplus to Operational Requirements

In the event of a Department considering an asset surplus or no longer suitable for their operational requirements the following steps are to be addressed:-

- Step 1** The Estates and Property Manager be advised of the Department's intentions and the Asset Management Group duly notified.
- Step 2** The Estates and Property Section to prepare a 'report on property' in respect of the property concerned covering the following:-
- (a)** A brief description of the premises including floor area, location, type of construction.
 - (b)** A statement as to the suitability of the premises for its current use and the reason(s) why the premises are no longer required for the service provision.
 - (c)** An Option Appraisal of possible alternative uses including redevelopment potential.
 - (d)** A statement on the budgetary costs of the premises to include the ongoing and estimated running costs of the premises (i.e. security, void rates, heating, utility services, general maintenance and any leasehold liabilities). Demolition and site clearance costs should also be included if appropriate.
 - (e)** Valuation of the premises for freehold sale and/or leasing if appropriate to include a statement as to the marketability of the premises and strategic implications for retention/disposal.
- Step 3** The report to be presented to the Asset Management Group to ascertain whether a Department has a requirement for the property in line with the Department's Service Property Review. Such requirement to be balanced against the Council's strategic interests.
- Step 4** The Client Department in consultation with the Estates and Property Manager to report to Cabinet advising of any in-house interest if appropriate or seeking authority to declare the building surplus to requirements and to dispose.
- Step 5** On approval by Cabinet, responsibility for disposal of the premises to transfer to the Development and Environment Department.
- Step 6** Pending disposal, a cost centre to be created to deal with marketing/disposal costs to be monitored by the Estates and Property Manager as part of the Capital Programme monitoring procedures. On disposal the marketing/disposal costs accrued to be debited against the Capital receipt.
- Step 7** Following disposal of the premises the Client Department to be invited to a Post Project Review meeting to assess the disposal process and to review the Department's future property requirements.

Darlington Borough Council's Surplus Asset Disposal Process



Note 1: Costs (Security, Cleaning, Maintenance, etc.) stay with holding department pending disposal.



ESTATES AND PROPERTY SECTION

Produced by DBC Design + Print
(01325) 388342