**Compulsory Purchase Orders – Process and Checklist**

To aid submission of required documentation please use/consult the checklist.

Submit to SG – [planning.decisions@scotland.gsi.gov.uk](mailto:??@scotland.gsi.gov.uk)

Where it is necessary to send hard copies of some or all of the required documents, they should be addressed to:  
The Scottish Government, Planning and Architecture Division,   
Planning Decisions, Area 2-H (South), Victoria Quay, Edinburgh, EH6 6QQ

PAD will issue decision on Order

Report from DPEA for Scottish Ministers Consideration

If the Objection is withdrawn then PAD will then consider the Order and issue a decision

If objection is maintained the case is sent to the Directorate for Planning and Environmental Appeals

Objectors Maintain or Withdraw their objection.

Council responds to any objections

Case with no objections considered by PAD and Decision issued.

PAD undertakes internal processes.

PAD will acknowledge receipt and advise if any additional information is required.

Objection period commences

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| CPO CHECKLIST | COMMENTS | |
| COUNCIL: |  | |
| CONTACT DETAILS: |  | |
| ORDER TITLE: |  | |
| REFERENCE: |  | |
| DATE SUBMITTED |  | |
| POWERS USED |  | |
| REASON FOR MAKING ORDER/STATED PURPOSE |  | |
| DATES OF ADVERTISEMENT OF ORDER |  | |
| DATE OBJECTION PERIOD ENDS |  | |
| THE FOLLOWING SHOULD BE SUBMITTED BY THE COUNCIL | | |
| 1. Signed and Sealed Order & Map plus 1 additional copy of each (If copies not signed & sealed they should be certified as "true copies". | |  |
| 1. Copies of the newspapers containing adverts (2 successive weeks) | |  |
| 1. Copies of Notices served under Para 3(b) of 1st Schedule to the Acquisition of Land (Authorisation Procedure) Scotland Act 1947. | |  |
| 1. Statement of whether there are any related orders (include reference) | |  |
| The authority's statement of reasons as set out in Circular 6/2011 (see paragraph 42 and [Appendix D](http://www.scotland.gov.uk/Publications/2011/10/21133522/13)), which should include: | | |
| 1. Council's resolution applying for confirmation:  * dated * certified true extract of minute * In the case of a sub-committee resolution, was it approved by (1) parent committee and (2) full Council or: * In the case of a committee resolution was it approved by either the full Council or does it include a copy of the Council's Scheme of Delegations? | |  |
| 1. Certificate/statement re unknown owners. | |  |
| 1. Statement of whether the local planning authority has any objection to the use of the land for the purpose proposed or that Planning Permission obtained – Copy of Planning Permission Enclosed | |  |
| 1. Statement giving Council's reasons for the use of CPO powers with an indication of their intention for the area after acquisition. | |  |
| 1. Statement of whether the proposed acquisition involves other statutory procedures (e.g. planning appeal, stopping up order etc.) which could be heard at any PLI into the Order. | |  |
| 1. Confirmation of whether the Council intends to extinguish real burdens on acquisition of the land (Section 106 of the Title Conditions (Scotland) 2003). | |  |
| General Certificate in support of order submission as set out in Circular 6/2011 (see [Appendix H](http://www.scotland.gov.uk/Publications/2011/10/21133522/17)) | | |
| 1. Certificate of service of notices stating the date & manner of service, the names of all the persons on whom notices have been served and certifying that these are all the persons upon whom the Act requires notices to be served. | |  |
| 1. Statement that a copy of the Order & Map have been deposited as required | |  |
| Protected assets and special category land certificate as set out in Circular 6/2011 (see [Appendix J](http://www.scotland.gov.uk/Publications/2011/10/21133522/18)) | | |
| 1. Statement of whether or not the land includes any Listed Buildings (demolition would require HS consent) and Conservation Areas (Scottish Ministers' consent required) | |  |
| 1. Statement of whether the land either wholly or in part falls within one of the special categories referred to in Section 1(2) and Part III of the First Schedule of the 1947 Act, as amended by s120 of the Local Government Planning and Land Act 1980 | |  |