

# Licence to Occupy Application Form

**Thank you for your interest in maintaining public land.**

On completion of this form please return it to Stevenage Direct Services,  
Stevenage Borough Council – details overleaf.

**Is this an individual application?**

If No, please go to the Community Group section.

Yes

No

## Contact Details: Application from resident:

**Name**

**Address** (including postcode)

**Phone no.**

**Email**

**Are you a tenant of the council?**

Yes

No

## Contact Details: Application from a community group:

**Group name**

**Principle contact name**

**Principle contact address**  
(including postcode)

**Principle contact phone no.**

**Principle contact email**

## Location details

Please provide the location and a description of the type of land (i.e. grass, shrub bed) that you wish to maintain. For example, grass verge at side of 36 Borough Road

On receipt of your application we will contact you to try and arrange a meeting to confirm site details etc. Please provide an indication of convenient days / times for this meeting.

**Signed**

**Date**

**Thank you for applying for a Licence to Occupy, please click on the submit button to confirm your application.**

Alternatively, you can print and return your completed application to:

Stevenage Direct Services  
Stevenage Borough Council  
Cavendish Road  
Stevenage  
Hertfordshire  
SG1 2ET

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## Frequently Asked Questions

**1. How long does the process take?**

The process takes between 4 to 6 weeks to complete.

**2. Why does the process take so long?**

This is due to various checks and consultations that need to be carried out by Council departments and local Utility companies.

**3. Why is there a consultation?**

The consultation is required to ensure there are no outstanding planning applications on the land, and that there are no underground services that could pose a danger to you or others, for example electricity cables or water pipes.

**4. Why do I need insurance?**

Insurance is needed to protect yourself and the council from any person making claims for injury or damage resulting from the use of the land.

**5. Who can apply for a licence to occupy?**

Any resident or community groups living within the Stevenage borough.

**6. Will I need to be responsible for any trees on the land?**

No, we will continue to maintain the trees.

**7. Can I install a fence around the land?**

No. The Council and the utility services will need to retain access at all times for inspections and repairs to the infrastructure.

**8. What changes to landscaping can I make, can I have paving slabs?**

Before any changes to the landscape are done you will need to submit details of any landscape proposals so that we can consider them.

**9. Does it cost anything?**

There is no cost to apply for a licence, but there is a cost to purchasing insurance and this cost will depend on the insurance company used.

**10. What happens at the end of the agreement?**

The licence agreement runs for 5 years. The Council will inspect the site and the licence can be renewed again or terminated by either party by giving 1 months' notice.