

**COMPULSORY PURCHASE ORDER – PROCEDURAL SEQUENCE FROM  
SECOND DECISION**

1. Identify land needed for delivery of scheme both for purchase and for obtaining rights over and who owns, occupies or tenants that land.
2. Draft a case for the purchase of the land compulsorily including reference to human rights issues surrounding occupation and enjoyment of property to be served with order.
3. Draft compulsory purchase order in accordance with model forms and statutory guidance and deal with any issues that arise in connection therewith.
4. Seal Compulsory Purchase Order (CPO) (Local Land Charges (LLC) entry to be made).
5. Publish for two successive weeks' notice of making of order in local press – notice will include a listing of the land involved.
6. Serve notice of CPO on all persons identified in the CPO and post notices on site where ownership of land is not known by first publication date.
7. Arrange for documents (copy of order, plan, and statement of case) to be held on deposit locally at Bishop's Stortford.
8. At end of objection period specified in notice (minimum of 3 weeks) consider objections received and seek to negotiate them.
9. If no objections report for decision to confirm as unopposed order.
10. Or when objections are identified as not capable of being resolved send order subject to outstanding objections to authorising authority for confirmation.
11. After allowing time for the above make arrangements for a public inquiry to be held at a local venue (allow 3 months).
12. Prepare case and evidence for public inquiry at a local venue to the site of acquisition – fix venue and prepare case alongside wait from authorising authority to allocate inquiry dates (within 22 weeks of reference to authorising authority).
13. Give notice of public inquiry (date will be no later than 22 weeks after 12).
14. The authorising authority give not less than 6 weeks' notice of inquiry.

15. Hold public inquiry.
16. Result of public inquiry if order confirmed LLC entry.
17. In all cases, serve notice of confirmation of CPO on all persons identified therein and by posting on site where unknown ownership.
18. Allow 6 weeks period for challenge.
19. Before works are scheduled to start serve notices to treat on persons with interests affected by order (LLC entry).
20. When entry needs to be taken on land serve notice of intention to enter upon interest involved at least 7 days before entry is intended. (LLC entry)
21. Negotiate to buy the land – pay 90% advance payments on account of compensation requested (LLC entry).
22. LLC entries made upon any interests included in the CPO having been acquired so information kept by LLC authority about the CPO is correct and up to date.