

# Need to Sell

Panel Guide

## Abbreviations & Glossary

Term	Description
'DfT'	Department for Transport
EWR Co	East West Rail Company Ltd
East West Rail (EWR, EWR Project)	A proposed new rail link, which would connect communities between Oxford, Milton Keynes, Bedford and Cambridge. This is the project.
Decision maker	A senior civil servant who has authority from the Secretary of State to consider an application and the recommendation made by the NTS panel. They will usually make the final decision or present their view to the Secretary of State or a minister for a final decision.
Eligible property owner	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.
NTS Manager	Oversees the NTS process from applications through to issuing decisions and, in accepted applications, the purchase of properties
NTS Panel	A panel made up of three independent panel members. A pool of panel members has been recruited so that there are a number of individuals who could be called on to sit on a panel.
NTS Property Scheme	A discretionary purchase scheme introduced by EWR Co to support eligible 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 the EWR Project.
Reluctant Landlord	Someone who can show that they had a compelling reason to sell at the time they 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, and that they do not own another home.
Secretary of State	Secretary of State for Transport

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# 1. Introduction

1.1.1 EWR Co has set up the Need to Sell (NTS) Property Scheme to support eligible 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 the EWR Project. 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 assessed 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 the EWR Project.

1.1.2 Under the NTS Property Scheme, applications from eligible property owners are considered by the NTS Panel made up of three members, who are fully independent of EWR Co and the Department for Transport (DfT). The Panel will look at whether your application meets the criteria set out in the NTS Scheme Property Guide and make a recommendation to the Secretary of State on whether EWR Co should offer to buy individual properties. 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.

1.1.3 This document sets out the guidance and operating procedures for the panel. The full guidance for applicants and the application form is provided to panel members as part of their training, as well as to every panel meeting.

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## 2. Outline of process for applicants

### 2.1 How to Apply to the NTS Property Scheme

<b>Step 1</b>	<p>Review the NTS Property Guide and Application Form. If you have any questions on your application please contact us.</p> <p>Call us on 0330 838 7583 or email us at <a href="mailto:needtosell@eastwestrail.co.uk">needtosell@eastwestrail.co.uk</a></p>
<b>Step 2</b>	<p>Submit your application to NTS Team by email or post. All evidence (original or certified copies) must be sent by post.</p> <p>Email us at <a href="mailto:needtosell@eastwestrail.co.uk">needtosell@eastwestrail.co.uk</a> or post to NTS Team, East West Railway Company, The Quadrant, Elder Gate, Milton Keynes, MK9 1EN.</p>
<b>Step 3</b>	<p>The NTS Team creates an individual casefile. They contact you to confirm your application has been received and to give you the name of your allocated NTS Manager.</p>
<b>Step 4</b>	<p>The NTS Manager reviews your application and will contact you if further information is needed. When this step is complete the NTS Manager will contact you to confirm when your application is ready to proceed to the NTS Panel.</p>
<b>Step 5</b>	<p>You confirm that you wish your application to be submitted to the NTS Panel and your NTS Manager lets you know the proposed date of the NTS Panel.</p>
<b>Step 6</b>	<p>The NTS Panel meet to consider your case and make a recommendation to the Decision Maker (Senior Civil Servant, Minister or Secretary of State). The Decision Maker makes a final decision on your NTS application and notifies EWR Co.</p>
<b>Step 7</b>	<p>The NTS Manager will write to you with the decision on your NTS application.</p> <p>If your application has not been approved, we will explain why and you will be able to reapply with more information if you can provide it.</p> <p>A decision should be confirmed within 3 months of first completing the application, but this will depend on information submitted by you to support your case.</p>
<b>Step 8</b>	<p>If your application has been approved, our acceptance letter will give you instructions on how to start the valuation process which is the first step for us to buy your property. Please see our fact sheet on How we make an offer to buy your property under the NTS Property Scheme.</p>

	<p>You will have up to 2.5 years (30 months) from the date of the acceptance letter to start the valuation process. The valuation process takes approximately 6 months. Following our acceptance letter, you have 3 years (36 months) in total to instruct solicitors to sell your property to EWR Co.</p>
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## **3. NTS Panel constitution and working arrangements**

### **3.1 Membership**

3.1.1 A NTS panel is made up of three independent panel members. A pool of panel members has been recruited so that there are a number of individuals who could be called on to sit on a panel. This means that the individuals attending each panel meeting will vary according to availability and on a rota basis.

3.1.2 The Role of Chair for each panel meeting will rotate between the panel members.

3.1.3 The additional responsibilities of the Chair are set out further below.

### **3.2 Quorum**

3.2.1 The quorum for all panel meetings is three members.

### **3.3 NTS Team**

3.3.1 Each applicant will be assigned a NTS Manager. The NTS Manager oversees the NTS process from applications through to issuing decisions and, in accepted applications, the purchase of properties. The NTS Team arrange and oversee the NTS Panel process. The NTS Team will attend the NTS Panel but will not be involved in determining recommendations in respect of individual applications. The NTS Team is responsible for processing applications by:

- a. developing and maintaining a system for managing applications, including ensuring compliance with EWR Co's Privacy Notice;
  - b. receiving, processing and checking applications and ensuring applicants are able to track progress on their application;
  - c. liaising with applicants for any further information or evidence;
  - d. processing information received from applicants, including verifying required information and summarising all information received;
  - e. arranging NTS Panel meetings and supporting the panel members prior to and during the meeting;
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- f. writing a summary of each application (the template for the summary is attached at Appendix A) and submitting these, along with all supporting evidence, to panel members in advance of NTS Panel meetings;
- g. informing the NTS Panel of any previous recommendations made that could be relevant to the case being discussed, in order to ensure consistency in the panel's reasoning;
- h. producing a formal note of each meeting outlining the recommendations of the NTS Panel with respect to each applicant and the supporting reasons for this, and clearing this with the panel;
- i. sending the agreed note to the independent decision maker, usually a senior civil servant in the DfT;
- j. conducting checks on the provenance of evidence provided by applicants to protect against fraud;
- k. seeking legal advice as necessary;
- l. responding to applicants to inform them of the decision on their application;
- m. progressing approved applications through to acceptance of an offer to purchase by obtaining property valuations and then calculating and communicating the offer. Once the offer has been accepted, oversee the purchase of property with the assistance of conveyancing solicitors and property professionals.

3.3.2 The NTS Team will provide the panel with the range of maps relevant to the application, the NTS Property Scheme Guide, the NTS Panel Guide and any legal or other advice that it has sought on an application in advance of the meeting. It will advise on the procedures of the NTS Property Scheme and the application of the criteria. The NTS Team can pause the meeting of the NTS Panel at any point in order to:

- ensure the correct operation of the meeting;
- correct the interpretation of criteria;
- help panel members find information within a case file;
- or for any other reason at their discretion to ensure the correct operation of the scheme as set out in the NTS Property Scheme Guide.

3.3.3 The NTS Team cannot give their opinion in relation to the merits of an application at the panel meeting, guide the discussion in terms of what the NTS Panel's considerations must be, or become involved in the making of recommendations. The recommendations are solely the NTS

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Panel's only. The NTS Team can advise on whether wording and phrases are appropriate to be included in the communication of the recommendation to the independent decision maker.

## **3.4 Terms of Reference for the NTS Panel**

3.4.1 The role of the NTS Panel is to consider applications submitted by eligible property owners. The NTS Panel will make recommendations to the Secretary of State as to whether EWR Co should accept the application and offer to buy those individuals' properties under the NTS Property Scheme. The NTS Panel must establish in each case the extent to which all the Need to Sell criteria have been satisfied and make a recommendation to the Secretary of State on whether the 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. However, if the senior civil servant disagrees with the NTS 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'.

3.4.2 The qualification criteria are set out in the NTS Property Scheme Guide and Application Form, which is found on [EWR Website Land and Property](#).

3.4.3 When making recommendations against each individual criterion for each application, the NTS Panel should have regard to the specific wording of the NTS Property Scheme criteria. In circumstances where the panel expressly wishes to deviate from the wording used in the guidance, the NTS Team may need to seek legal input to assist in ensuring that the NTS Property Scheme criteria have been properly applied by the panel. Sections 3.8.5 to 3.8.8 set out the process if the NTS Panel recommends to apply discretion in a case.

3.4.4 All members of a NTS Panel must apply consistently the criteria set out in the Need to Sell Property Scheme Guide and exercise sound judgement, to ensure that applicants are treated fairly.

3.4.5 Re-applications submitted within six months of the original decision being communicated should be considered only against the criterion or criteria upon which the previous application was refused (other than where there has been a relevant change in the applicant's circumstances). This will be clearly set out by the NTS Team for each application.

3.4.6 When considering a repeat application with more than six months between the previous decision and the new application, or

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where the applicant's circumstances have changed, the NTS Panel is not bound to follow the conclusions of an earlier panel or subsequent decision by the Secretary of State in relation to individual criteria. However, a positive earlier decision in respect of an individual criterion may be deemed to have created a 'legitimate expectation' on the part of the applicant that the criterion will be deemed met - for instance, if the factual circumstances have not changed since the earlier application was determined. The NTS Panel should therefore think very carefully before reaching a different conclusion from an earlier panel. In particular, the panel ought to take the applicant's expectation into account when weighing up relevant considerations and reaching its conclusion as to whether the criterion should be deemed met.

3.4.7 In carrying out its terms of reference and duty, the NTS Panel must have due regard to the principles of equality of opportunity, legality, procedural fairness, reasonableness/rationality, and legitimate expectation.

### **In the case of applications in the 'reluctant landlord' category**

3.4.8 The test relating to this category of applicant is set out in the NTS Property Scheme Guide and Application Form in its entirety under criterion 1 (Type of Property and Ownership). It has been agreed with the DfT that the NTS Property Scheme will operate in a way that means the factual section of the evidence will be assessed by the NTS Panel under criterion 1, namely:

- evidence of ownership of the property
- evidence of the occupancy requirement calculated from the point at which the applicant vacated the property. These occupancy requirements are the same as those that apply to owner-occupiers.
- evidence of marketing the property for rental and any rental agreements;
- evidence of their current accommodation not being a property that they own.

3.4.9 Under criterion 5, the 'compelling reason to sell' test has two elements which need to be applied:

- First, that the applicant can provide evidence that they have a compelling reason to sell their property. By this we mean that they would be placed under an unreasonable burden in the next three years if they could not sell their property.
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- Second, the panel must consider the circumstances surrounding applicants who are 'reluctant landlords'. A 'reluctant landlord' is someone who can show that they had a compelling reason to sell at the time they 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, and that they do not own another home.
- As much evidence as possible should be provided as the panel will need to see proof of each statement made.

## 3.5 Role of the Chair

3.5.1 The Chair at the NTS Panel meeting will be selected on a rota basis. Their view should not carry any additional weight to the two other members. The Chair has key responsibilities at each meeting, which are:

- a. to ask for confirmation from each panel member in turn and also give a statement in relation to themselves on whether:
    - the panel member has no conflict of interest in relation to any of the applications on the agenda;
    - the panel member has thoroughly read and acknowledges each and every page of the case file for each application on the agenda, and is comfortable that they have had enough time to do this; and
    - the panel member can therefore sign the declaration page of their notes in relation to each application.
  - b. to ask the NTS Team member in attendance whether there are any announcements or updates for the information of the panel;
  - c. to be mindful of, and to take responsibility for, pausing the meeting at any point if there is doubt over the fact that individual panel members have read and acknowledged each and every page of an application. The Chair has the responsibility of ensuring a set of high-quality, robust and appropriate recommendations are provided at the end of the meeting. If any doubt over the acknowledgement, absorption or understanding of the material in an application arises for them or in relation to other panel members, the Chair must pause the meeting and time must be taken to fully rectify the situation, with assistance from the NTS Team if required;
  - d. to ensure that the recommendations recorded by the NTS Team at the meeting (by way of the NTS Team interacting with the panel members to confirm the recommendations) comprise only of appropriate, respectful and suitable language;
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- e. to ensure that the recommendations take full account of all of the information submitted by the applicant in the case file; and
- f. to ensure that the recommendations reflect an accurate acknowledgement of the information submitted by the applicant and do not contain factual errors.

## **3.6 Conflicts of Interest**

3.6.1 It is the responsibility of panel members to declare any actual or perceived conflicts of interests on a case-by-case basis at the beginning of each meeting. This will be facilitated by the Chair. Should such conflict of interest arise, handling of the application will be postponed to the next panel meeting and arrangements will be made to ensure the panel member with the conflict of interest does not evaluate that application. As soon as a panel member becomes aware of a conflict of interest - for example, on opening a case file during the preparation - this should be reported to the NTS Team immediately.

## **3.7 Determining Recommendations**

3.7.1 For each application, the NTS Panel's recommendation to the Secretary of State will be based on the majority view (i.e. at least two of the three panel members have agreed in respect of each criterion), and the overall application. The opinion of the Chair will carry no additional weight.

## **3.8 Making Recommendations**

3.8.1 The recommendations of the NTS panel will be drafted by the NTS Team after each meeting and cleared by the panel. Changes to the nature of the recommendation of any individual criterion or overall cannot be made after the meeting. Only the detail of the wording can be refined (i.e. in an editorial context). The final recommendation will be sent to officials at the DfT who will arrange for a decision to be made by one of a trained set of senior officials, on a rota basis. If escalation to the Secretary of State or minister with delegated authority is required (always following a review by a decision maker), officials at the DfT prepare a submission with input from the decision maker and put this to the Secretary of State or minister in correspondence.

3.8.2 The NTS Panel is required to provide as much detail as is possible and appropriate when setting out the reasons for its recommendations. All recommendations to reject an application under a criterion where there is a lack of evidence as the reason, or part of the reason, for the

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rejection require as much detail as possible with respect to what evidence the NTS Panel would have expected or wanted to see. Where examples of the evidence/types of evidence would be applicable and appropriate, these should be listed.

### **Where all panel members do not all agree**

3.8.3 The NTS Panel is not asked to reach unanimous agreement on any criterion or on an application overall. Where a panel member disagrees with the recommendation by the other two members on an individual application, that member may submit a separate report to the decision maker, giving reasons for their disagreement (a 'minority report'). This is optional only, and is not expected simply because all three members do not agree. This must be openly declared during the consideration of the case at the meeting and the reasoning and proposed wording presented to the other members and the NTS Team, in order that this is recorded as part of the recommendation note. It is not therefore possible to decide to submit a minority report after the meeting has ended.

3.8.4 The 'dissenting' member can edit this wording as part of the clearance process of the overall recommendations. The dissenting member should not change the nature of the report during the clearance process. For example, if only one reason for disagreeing with the majority of the panel was set out at the meeting, the member cannot add further arguments to their report afterwards.

### **Where one or more panel members recommend to apply discretion outside the criteria**

3.8.5 There may be instances where the NTS Panel recommends rejecting an application because the applicant has not met all five NTS scheme criteria, but it is also felt by the panel members that the applicant has certain extenuating circumstances. In such instances, those members (including if it is just one member) can ask that the Secretary of State accept the application overall. This must be fully articulated during the discussion of the case at the meeting and the nature of the report cannot be changed afterwards.

3.8.6 If all of a panel or the majority wish to make the case to the Secretary of State for an application to be accepted overall, this is reported as an 'extenuating circumstances report' in the recommendations note written up for the DfT by the NTS Team. If only one panel member wishes to make the case as above, this is presented as a minority report (as above) in the note to the DfT.

3.8.7 The Secretary of State is not bound to accept the recommendations made.

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3.8.8 If the senior civil servant decision maker disagrees with the NTS Panel's overall recommendation to accept or refuse an application for any reason, a submission will be made to the Secretary of State or minister with delegated authority by the senior civil servant, setting out the NTS Panel's recommendation and their view on what the decision should be. Legal input would usually be sought by the senior civil servant on the case before a submission to the Secretary of State or minister is made.

### **3.9 Frequency of Panel Meetings**

3.9.1 The NTS Team convenes meetings of the panel, the frequency of which shall be determined by the number of applications being received in any three-month period. Where there are no applications to consider at a certain meeting, that meeting will be cancelled with as much advance notice as is possible. For approximate timings of decisions please see section 2.

### **3.10 Agreeing Attendance at Panel Meetings**

3.10.1 The NTS Team shall agree which members from the pool of panel members will attend which meeting, taking into account members' availability and ensuring, as far as possible, that meetings are evenly distributed between them. The aim will be to agree attendance at least two weeks before any meeting. The quorum must always be maintained.

### **3.11 Documentation, preparation for and follow-up from panel meetings**

3.11.1 For data security reasons, no information relating to individuals, or their applications must leave EWR Co premises in hard copy. The only exception would be the transportation of files from EWR Co premises to DfT premises by the NTS Team. All preparation for panel meetings must take place in EWR Co premises or in a secure document location for virtual meetings. Panel members cannot take anything away from the premises or print any documents (unless authorised by the NTS Team) in relation to NTS Property Scheme applications, including agendas for the meeting.

3.11.2 In advance of panel meetings, panel members will be able to review the following information at EWR Co offices or in the secure document location:

- a. their own copy of the summary reports of applications (template attached at Appendix A) that will have been prepared by the NTS Team, and on which the panel member will be able to make notes;
- b. a copy of all evidence received from applicants (their application forms and supporting documentation);
- c. any legal or technical advice sought by the NTS Team to assist the panel in making its recommendation;
- d. maps/drawings of the proposed route;
- e. The NTS Property Scheme Guide & Application Form;
- f. The NTS Panel Guide (this document);
- g. previous decision(s) and decision letter(s) in the case of a re-application;
- h. the agenda for the panel meeting (template attached at Appendix B).

3.11.3 Panel members must use only the information contained in the case file that is given to them by the NTS Team in preparing for the meeting, and in the meeting. It is therefore asked that panel members do not use internet searches or other forms of background research to add information or understanding of information to the documentation provided as part of the case file.

3.11.4 The timing for a panel member's preparation will be agreed beforehand and this is likely to take place on the morning of a panel meeting. Panel members should expect to arrange to spend a minimum of three hours reviewing cases, in a single slot. On exceptional occasions where there might only be a very small number of cases to be considered, a shorter period of preparation time may be suggested by the NTS Team. Also, where the volume of cases is high - for example, over six cases - panel members should expect to spend longer reviewing cases in advance of the meeting.

3.11.5 For virtual meetings, documentation will be available in a secure folder the day before the meeting. For in-person meetings, a room will be booked for panel members for the day of the meeting where the documentation can be reviewed. In exceptional circumstances it is possible that panel members could be asked to attend EWR Co offices at some point during the days preceding the meeting if panel member availability allows.

3.11.6 The NTS Team will limit the maximum number of cases that could be considered in one day by a panel. The number is highly dependent on the complexity of the cases and the amount of information

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submitted. The ability and speed to progress cases will also be dependent on whether a case is being considered virtually, as panel meetings will require greater preparation and may be slower to progress. The NTS Team must agree with applicants in advance of the panel meeting that their case is going to the NTS Panel on a particular day. Therefore, once this is agreed with the applicants, there cannot be any negotiation with panel members on the number of cases for consideration. The decision on the number of cases will be made at the NTS Team's discretion after careful consideration of the meeting requirements, and the time it expects that the NTS Panel will need to spend on the review and discussion of each case.

3.11.7 All material reviewed must be returned to the NTS Team for safekeeping following each member's preparation time. This will include the panel member's own copy of the summary report with any notes they may have made on it. The panel members' summary reports will be returned to them at the beginning of the panel meeting and all evidence received from applicants and the maps will be made available at the meeting.

3.11.8 A panel meeting cannot take place until each of the panel members are comfortable and have confirmed to the NTS Team that they have reviewed and acknowledged the full contents of all of the case files to be reviewed at the meeting. This will also be confirmed by the Chair at the meeting. It is therefore possible that the start of a meeting may be delayed from the planned time in order to make sure that this is the case.

3.11.9 Following each panel meeting, the NTS Team will draft the recommendations of the NTS Panel. Panel members will be asked to review the recommendations within a reasonable timeframe, usually a maximum of two days. After the panel meeting documents must be retained in line with our Records Management Procedures and Retention Policy. The NTS Team must account for all the copies distributed. Binding documents with a staple is recommended to avoid leaving loose sheets behind.

## **Virtual Panel Meetings**

3.11.10 The NTS Team shall agree a suitable location for where Panel Meetings will be held, taking into account panels members' location and suitability. Meetings may take place virtually via Microsoft Teams or Zoom. Virtual meetings may be preferred where an immediate replacement meeting is required.

3.11.11 The NTS Team will prepare a secure location for the documentation ahead of the virtual meeting and will share the link with the panel members 24 hours before the meeting. Documents will be

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removed from the folder after the reports are cleared by the panel members before submission to the independent decision maker.

Data security considerations for virtual meetings:

- Panel members should find a suitable space to join the virtual meeting. The space should have enough privacy to discuss the cases. It is highly recommended to use headsets or similar devices. Joining from public spaces or any other crowded place is not permitted.
- Panel members should use a secure network to join the call. Use of public networks is not permitted, since they have a high risk of cyber-attacks or other impersonation attacks.
- Panel members must not download any files to their local computers and should use the virtual copies of the documents provided by the NTS Team.
- Panel member must not print any documents, unless authorised. To be able to print the user must have access to approved document disposal facilities.
- The virtual calls must not be recorded. Screen prints are not permitted.
- When possible, use the computer cameras so other panel members and the NTS Team can identify each other and their surroundings.

## Security

3.11.12 If a panel member does not have a secure Government email address, the draft recommendations and summary forms containing their notes are password protected before being sent by email. The panel members will have been made aware of the password at the panel meeting. It is recommended that the NTS Team uses advanced security mailing options such as marking the message as Official Sensitive, Request Read Receipt and enabling encryption for outgoing emails.

3.11.13 Any communications regarding recommendations should not be printed, downloaded, forwarded to other email addresses or saved onto any type of computer, media or communication device. The email address provided to the NTS Team for the purpose of receiving the documents for the review of the recommendations must belong solely to the panel member. Email addresses that are set up for the sending and receiving of emails for another individual in addition to or instead of the panel member cannot be used. This includes email addresses that are accessed by spouses, partners, children or other family members of the panel member.

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3.11.14 Passwords to open documents sent must not be disclosed to any other person, including personal assistants, partners or family members; and must not at any time be left unattended or in the care of others.

3.11.15 Panel members' own copies of the summary report with any notes together with copies of all other documentation in the case file will be made and retained by the NTS Team. Any original documents provided by the applicant will be returned to them after a decision has been made on their application.

3.11.16 Where a request is made by an applicant for the names of the individual panel members who made the recommendation or the decision maker who made the decision, we provide this information. We would always contact the panel members concerned in advance to confirm that we will do this. There is no benefit to an applicant in knowing the names of the panel members. There is no mechanism by which applicants would be able to contact panel members directly and we would not enable any communication between applicants and panel members. There should not be any direct communication between panel members and applicants in any circumstance. EWR Co would act immediately to intervene in any communication in either direction to cease this and ensure that panel members are not exposed to any risks as a result.

## 4. Appendix

### 4.1 Appendix A - NTS Panel Summary report template




#### Appendix A - NTS Panel Summary report template

Case number:	
Form Prepared by: (Initials)	
Address:	
EWR Location	
Date of production of summary report:	DD/MM/YYYY
Date application agreed with applicant to proceed to NTS Panel	DD/MM/YYYY
Date of NTS panel meeting application is submitted to:	DD/MM/YYYY

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NTS Criteria	Applicability to Applicant	Documentary Evidence	Notes (for panel member)
Property Type	<b><u>Ownership requirement</u></b> Residential owner [occupier] ([free/lease]holder); Purchased property in [year]. [OR] Personal representative of a deceased estate; Deceased purchased property in [year].	<ul style="list-style-type: none"><li>Land Registry entry</li></ul>	
	<b><u>Residency requirement</u></b> Resident in property since at least [month/year]. [OR] [reluctant landlord] Not resident in property since MM/YYYY. Prior to this, resident in property since at least MM/YYYY. Property has been tenanted since MM/YYYY. Applicants are living in [describe living situation]. [OR] [personal rep] Deceased was resident in property from at least MM/YYYY until death in MM/YYYY.	List A <ul style="list-style-type: none"><li></li></ul> List B <ul style="list-style-type: none"><li></li></ul>	


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NTS Criteria	Applicability to Applicant	Documentary Evidence	Notes (for panel member)
<b>Location of Property</b>	Approximately <u>XXXXm</u> from the [NSC 2021 Route?] with XXXX [properties/existing rail line/motorway] in between.  Property is situated [in a/on the edge of a hamlet/village/town/city] in a [urban/semi-urban/suburban/semi-rural/rural] location.	<ul style="list-style-type: none"><li>Land Registry title</li><li><u>gViewer</u> map</li><li>[Engineering report]</li><li>[Construction / and operation maps]</li><li>[Noise maps]</li></ul>	
<b>Effort to Sell and the impact of blight</b>	[Approached one agent in [month/year] who suggested an asking price of EX and placed the property on the market in [month/year] at the price suggested by the agent.]  [In [month/year] the asking price was reduced by X% to EX.]  [No offers received.]  [Ways the property was marketed by applicant or estate agents]  [Feedback received]	<ul style="list-style-type: none"><li></li></ul>	

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NTS Criteria	Applicability to Applicant	Documentary Evidence	Notes (for panel member)
<b>No Prior Knowledge</b>	[None.] Purchased property in YYYY.  OR  Evidence of No Prior Knowledge post-RUA	<ul style="list-style-type: none"><li>Land Registry entry</li></ul>	
<b>Compelling reason to sell</b> <b>(Applicant's own wording, anonymised)</b>	[Redact all people names, company names, school/university names, property names and remove references to efforts to sell. Locations, names of mortgage or other lenders and other non-identifying features do not need to be redacted.]	<ul style="list-style-type: none"><li>Evidence</li></ul>	

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4.2 Appendix B – Panel meeting agenda

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Appendix B - Panel meeting agenda

template

Meeting details:

Date:

DDMMYYYY

Start/end time:

00:00 – 00:00

Attendees:

XXXXX

Location:

XXXXX

Panel Members:

Independent Chair:

Independent:

Independent:

NTS Team:

XXXXXXXXXX (NTS Manager)

Please read: Agenda

Chair's Standing Items:

Confirmation of no conflict of interest

Assurance of preparation from all Panel members

Any questions concerns arising and AOB

Preliminaries/Notes (NTS Secretariat)

NTS Applications: (Number...Name...Criteria...)

Number	Name	Criteria

Confirmation of Recommendations (NTS Secretariat)

Declaration:

I confirm that I attended the panel meeting on [date]. I declare that I have no conflict of interest in relation to the above case(s) and I confirm I have read and acknowledged every page of the above case file(s):

Independent Chair: Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Independent: Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Independent: Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting agenda:

1. [Title] [00:00 – 00:00]

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2. [Title] [00:00 – 00:00]

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3. [Title] [00:00 – 00:00]

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4. [Title] [00:00 – 00:00]

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