 **Form E**

#### Granting a lease or disposing of land for solar panels

#### Step 1 Consult the guidance

For guidance on how and when to involve the Secretary of State in land transactions, see our [*Guidance*](https://www.gov.uk/guidance/submit-a-school-land-transaction-proposal).

#### Step 2 Decide which form to submit

To ensure that you use the correct form, please refer to *Part 5 - How to apply*. Please complete this form for any disposal relating to solar panels, whether playing field land or non-playing field land is involved.

#### Step 3 Gather the necessary information

The assessment criteria and a list of the necessary information required for this application can be found in our [*Guidance*](https://www.gov.uk/guidance/submit-a-school-land-transaction-proposal) in *Part 2 - Section E*. Only submit your application when you are sure that you have provided all of the information requested. Where you consider a question not to be relevant, you should provide a full explanation as to why that question has not been completed. You are encouraged to supplement your application with any additional information that you consider appropriate. If you have any queries relating to your application, please email [Land.TRANSACTIONS@education.gov.uk](mailto:Land.TRANSACTIONS@education.gov.uk).

#### Step 4 Submit the application

Email your application form and all supporting documents to [Land.TRANSACTIONS@education.gov.uk](mailto:Land.TRANSACTIONS@education.gov.uk). We receive high volumes of applications. Please submit your application at the earliest opportunity to allow the Secretary of State time to conduct a full assessment. If there are particular reasons for urgency, please make us aware in your covering email.

#### Step 5 Further information

We may ask for further information to clarify your application.

Once the necessary information has been provided, we will process your application in a timely manner.

**There should be no expectation that applications for consent will be approved. You should not make a disposal or sign any contract to do so until you have received written notification of the Secretary of State’s decision. You should not commence any works on the site or anticipate any future proceeds in anticipation of Secretary of State consent. Any consent granted does not obviate the need for any other consents that may be required, such as planning or significant change consent.**

# Applicant details

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| **School name** | Click or tap here to enter text. |
| **School address**  *Please include postcode* | Click or tap here to enter text. |
| **School URN** | Click or tap here to enter text. |
| **Name of applying organisation** | Click or tap here to enter text. |
| **Contact name, email address, phone number and position held of the person submitting this application** | Click or tap here to enter text. |
| **If this application is being submitted by an academy trust, please provide the name of the Accounting Officer, otherwise please state N/A** | Click or tap here to enter text. |
| **Name, address, and email address of appointed solicitor (if applicable)** | Click or tap here to enter text. |
| **What type of school does this application involve?**  *If 'Other' option is chosen, please provide details.* | Choose an item.  Click or tap here to enter text. |
| **Is this application linked to another Department for Education application?** *If so, please provide brief details and if available the reference number allocated to your linked application (such as the notification of the use of a General Consent Order, another land transactions application, a significant change application, Condition Improvement Fund application or a capital project).* | Click or tap here to enter text. |

# Section 1 – Plans and photographs

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| 1. **a. Please provide a plan of the school site showing the solar panel area and the area affected by rights granted in the solar panel lease, including details of the size of those areas in m².** | Choose an item.  Click or tap here to enter text. |
| 1. **b. Please provide an aerial satellite image of the school site with the area affected by the solar panels clearly identified.** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please provide photographs of the proposed location of the solar panels.** | Choose an item.  Click or tap here to enter text. |

# Section 2 – Title

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| 1. **a. Please provide up to date copies of your Land Registry title entries and plan of the school site. If you are not the freehold owner of the school site, please provide details of the freehold owner and Land Registry title entries and plan of the freehold.** | Choose an item.  Click or tap here to enter text. |
| 1. **b. Please provide a copy of your lease and lease plan of the school land if you hold the school site under a long lease.** | Choose an item.  Click or tap here to enter text. |
| 1. **c. If applicable, please provide evidence of your landlord’s consent for the alterations to your building and the proposed underletting to the solar energy provider.** | Choose an item.  Click or tap here to enter text. |

# Section 3 – General

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| 1. **a. Please provide a full description of the proposed disposal and how it will benefit the school.** | Click or tap here to enter text. |
| 1. **b. Please provide information about how the land is currently used and details of the effect of the disposal on the school’s use of the land.** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please explain how you have reached the decision to move to solar and why, including details of what other options and electricity deals were explored and rejected.** | Click or tap here to enter text. |
| 1. **d. Please provide evidence of your energy management plan and what steps you are taking/have taken in terms of energy efficiency and carbon reduction.** *Please attach the plan to your covering email.* | Click or tap here to enter text. |
| **3) e. Please provide the school’s PAN.** | Click or tap here to enter text. |
| **3) f. Please provide confirmation that you have all permissions and consents needed to agree to the transaction (including from your landlord and any third parties as appropriate).** | Click or tap here to enter text. |
| **3) g. Please confirm that the transaction does not present any conflicts of interest including confirmation that the solar energy provider is not a related party.** | Click or tap here to enter text. |

# Section 4 – Finance

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| **4) a. If any expenditure is associated with the grant of the solar panel lease, please provide an explanation of how the proposals are being funded.** | Click or tap here to enter text. |
| **4) b. Please provide details of what alternative public funding and other options you have considered and tried to secure e.g., School Switch/Salix loan/other public sector grant funding and why was this the preferred choice?** | Click or tap here to enter text. |
| **4) c. Please demonstrate how and why this proposal offers the best terms and represents the best value for money for the school.** | Click or tap here to enter text. |
| **4) d. Please provide details of the financial model to include:** |  |
| * **Current retail electricity tariff and state if VAT is payable in addition to the tariff** | Click or tap here to enter text. |
| * **The upfront cost of the equipment and installation** | Click or tap here to enter text. |
| * **How the scheme is financed and how long it will take to repay that finance** | Click or tap here to enter text. |
| * **Solar tariff and any VAT payable in addition. If this is a discounted rate, what is the reference point for the discount?** | Click or tap here to enter text. |
| * **Discount to retail tariff percentage** | Click or tap here to enter text. |
| * **If the tariff will increase over the arrangement, confirm on what basis and how any increase is calculated** | Click or tap here to enter text. |
| * **What happens if the mains electricity price drops below the price paid by you for the electricity consumed from electricity generated by the solar equipment?** | Click or tap here to enter text. |
| * **Whether you pay for the electricity generated or electricity consumed (we would expect you to pay only for the electricity consumed)** | Click or tap here to enter text. |
| * **Give details of any charges to the school over and above the solar tariff** | Click or tap here to enter text. |
| * **Number of panels** | Click or tap here to enter text. |
| * **Roof space or land space in m²** | Click or tap here to enter text. |
| * **Size/capacity of system (kWp)** | Click or tap here to enter text. |
| * **Estimated annual solar generation (kWh)** | Click or tap here to enter text. |
| * **Power available to the school each year (kWh) and % of annual solar generation** | Click or tap here to enter text. |
| * **Confirmation that school has first call on electricity generated** | Click or tap here to enter text. |
| * **Estimated annual solar consumption by school in kWh and % of annual solar generation** | Click or tap here to enter text. |
| * **Annual income to solar energy provider from energy sold to school** | Click or tap here to enter text. |
| * **Annual income to solar energy provider from energy sold back to the grid** | Click or tap here to enter text. |
| * **Carbon saving for school (annual and over lifetime of agreement)** | Click or tap here to enter text. |
| * **Forecast energy bill saving (annual and over lifetime of agreement) for the school. Is the saving fixed or guaranteed?** | Click or tap here to enter text. |
| * **Estimated shelf life of the solar panel equipment and warranty cover period** | Click or tap here to enter text. |
| * **Breakeven point for solar energy provider in terms of repayment of capital cost, investors, and any bank finance/loans.** | Click or tap here to enter text. |

# Section 5 – Operational

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| **5) a. If you are restricted by the terms of the lease from building on other areas of the site in the future, provide details and a plan showing the affected areas.** *If you are attaching any documents to the covering email, please state this in the box.* | Click or tap here to enter text. |
| **5) b. Are you entitled to make further agreements with other energy suppliers during the life of the lease?** | Click or tap here to enter text. |
| **5) c. Are you a member of the Risk Protection Arrangement (RPA) or covered by an insurance provider? Have you notified the RPA or your insurance provider of the proposal to see if there is any impact?** | Click or tap here to enter text. |
| **5) d. Please provide confirmation that you have met your safeguarding requirements in relation to the proposals.** | Click or tap here to enter text. |
| **5) e. Please provide details of any health and safety issues before, during and after the installation and how these will be dealt with.** | Click or tap here to enter text. |
| **5) f. Where works are being carried out, please provide confirmation that the works will comply with all applicable legislation, including Construction (Design and Management) Regulations 2015 (CDM) and/or planning requirements.** | Click or tap here to enter text. |

# Section 6 – Provider

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| **6) a. Please provide a statement from your accounting officer that you have carried out a financial analysis and assessment of the adequate financial standing of the solar energy provider.** *Please attach to your covering email.* | Click or tap here to enter text. |
| **6) b. If different from the solar energy provider, who will you enter the contract with and why is this a different entity.** | Click or tap here to enter text. |
| **6) c. If a Community Benefit Scheme (CBS):**  - What is the name of your CBS, registered office address and number?  - Will your school become a member of the CBS?  - Provide a copy of the CBS rules  - At what stage do profits go to the CBS  - How are the profits distributed in the CBS and amongst its members?  - How much does the school stand to gain  - What can the school use the profits for, can they be reinvested in the school for any purpose? | Click or tap here to enter text. |

# Section 7 – Technical

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| **7) a. Please provide details of the type of surveys carried out to determine the suitability of the site for the proposals during the feasibility stage and during the detailed investigations and provide the results (as a minimum we would expect health and safety, and where applicable, roof condition and structural surveys to be carried out).** | Click or tap here to enter text. |
| **7) b. If any of the roofs benefit from a guarantee, confirmation that the works will not invalidate the guarantee.** | Click or tap here to enter text. |
| **7) c. Who will be installing the solar panels, and if they will provide any warranties/guarantees in relation to them?** | Click or tap here to enter text. |
| **7) d. Please provide evidence that the impact on future development of the site has been appropriately considered, including any termination rights and/or lift and shift provisions in the lease.** | Click or tap here to enter text. |
| **7) e. Where works are being carried out, please provide confirmation that the works will comply with all applicable legislation, including Construction (Design and Management) Regulations 2015 (CDM) or planning requirements.** | Click or tap here to enter text. |

# Section 8 – Main terms of the disposal

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| **8) Please provide a copy of the heads of terms (if any) and copies of the draft documents for the transaction.** | Choose an item.  Click or tap here to enter text. |

# Section 9 – Other

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| **9) a. If there are further details which will support your application, please highlight them here.** | Click or tap here to enter text. |
| **9) b. Please provide a letter of support for the proposals on behalf of the governing body.** | Click or tap here to enter text. |

# Section 10 – Public Sector Equality Duty

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| **10) a. If you have carried out an equality impact assessment/analysis or related stakeholder consultation in relation to your proposals, please provide a copy.**  **If you have not carried out an assessment/analysis, please refer to** [**EHRC guidance**](https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty) **for further information and detail the impact on each of the following protected characteristics:**   * **sex** * **race** * **disability** * **religion or belief** * **sexual orientation** * **pregnancy and maternity** * **gender reassignment; and** * **age** | Click or tap here to enter text. |

**By submitting this application form you are confirming that the information provided is a truthful statement and includes everything that might be pertinent to the Secretary of State’s decision, even if not asked directly.**

**This form should be signed by an officer authorised to act on behalf of the local authority/governing body or the Accounting Officer in academy trust applications.**

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| **Name, position, and electronic signature** | **Date** |
| Click or tap here to enter text. | Click or tap here to enter text. |