 **Form B**

# Disposals of or including playing field land

#### Step 1 Consult the guidance

For guidance on how and when to involve the Secretary of State in land transactions, see our *Guidance*.

#### 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 all playing field disposals or disposals which include both playing field and non-playing field land.

#### 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 B*. Only submit your application when you are sure that you have provided all of the information requested. For help with providing playing field areas statistics, please see *Part 3(B)* of our [*Guidance*](https://www.gov.uk/guidance/submit-a-school-land-transaction-proposal). 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. Do not make any disposal of land, commence any works or anticipate any future proceeds until you have received written notification of the Secretary of State’s decision. 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**  *E.g., local authority, multi-academy trust etc.* | 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 a closed school site, and if so, when did the school close?** | 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. |
| **Please select the most relevant description of the disposal type from the list below.**  *If ‘Other’ option is chosen, then please provide details.* | Choose an item.  Click or tap here to enter text. |

# Section 1 – Plans and photographs

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| 1. **a. Please provide up to date copies of the Land Registry title entries and plan of the school site and, if different, the area for disposal. If you are not the freehold owner of the land, 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 plan of the area to be disposed of, including details of its size in m².** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please provide a plan of the school site detailing external areas (and where relevant pitch layouts) before and after the transaction.** | Choose an item.  Click or tap here to enter text. |
| 1. **d. Please provide an aerial satellite image of the school site with the area for disposal clearly identified.** | Choose an item.  Click or tap here to enter text. |
| 1. **e. Please provide photographs of the playing field area to be disposed.** | Choose an item.  Click or tap here to enter text. |

# Section 2 – General

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| 1. **a. Please provide a full description of the proposed disposal.** | Click or tap here to enter text. |
| **2) b. Please provide the type of playing field land to be disposed of according to the five types of playing field. Please indicate the area in m² of each type of land affected:**  a. Soft outdoor PE areas  b. Hard outdoor PE areas  c. Soft informal and social areas  d. Hard informal and social areas  e. Habitat areas  **If the disposal includes non-playing field land, please give the area in m² of the non-playing field element, and describe the type of land e.g., buildings, car park, access.** | Click or tap here to enter text. |
| 1. **c.** **Please provide the school’s guideline area of playing field, in m².** | Click or tap here to enter text. |
| 1. **d. Please provide the full calculation of the school’s guideline area of playing field.** | Click or tap here to enter text. |
| 1. **e. Please provide the school’s current amount of playing field land and the school’s amount of playing field land following the disposal (both in m² and both broken down according to the five types of playing field: soft outdoor PE areas, hard outdoor PE areas, soft informal and social areas, hard informal and social areas, habitat areas).** | Click or tap here to enter text. |
| 1. **f. Please provide the school’s PAN.** | Click or tap here to enter text. |
| 1. **g. Please provide a description of the school’s access to any other playing field provision, together with copies of any agreements to use such provision.** | Click or tap here to enter text. |
| 1. **h. Please provide information about how the land is currently used. If it is not currently used for any purpose, state why and provide details of any running costs.** | Click or tap here to enter text. |
| 1. **i. Please provide details of how the proposed disposal will benefit the school.** | Click or tap here to enter text. |
| 1. **j. Please provide an explanation of why the proposed terms of the disposal are the appropriate terms for the transaction, including details of the legal, financial (including taxation) and property advice that you have taken to establish this.** | Click or tap here to enter text. |
| 1. **k. Please provide confirmation that the transaction does not present any conflicts of interest including confirmation that the purchaser is not a related party.** | Click or tap here to enter text. |
| 1. **l. Please provide details of what other options were explored, rejected and why.** | Click or tap here to enter text. |
| **2) m. Please provide details on whether the school will have any continued use of the land following the disposal, and if so, on what terms.** | Click or tap here to enter text. |
| 1. **n. Please provide details on the impact on the delivery of the sports curriculum following the disposal.** | Click or tap here to enter text. |
| 1. **o. Please provide a detailed assessment of how you are intending to mitigate the operational/curriculum impact of the loss of playing field.** | Click or tap here to enter text. |
| 1. **p. Please provide confirmation that you have met your safeguarding requirements in relation to the proposals.** | Click or tap here to enter text. |

# Section 3 – Existing users and other school’s needs

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| 1. **a. Please provide details of any other schools in the area currently using the playing field land.** | Click or tap here to enter text. |
| 1. **b. Please provide a radius map to show primary schools (including special schools and academies) within a half-mile radius and secondary schools (including special schools and academies) within a 1 mile radius of the disposal site, with a document which demonstrates how much playing field each local school has and its guideline amount of playing field (both in m²).** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please provide details of any agreements in place with other community users of the playing field land, for example, after-school activities and out-of-hours clubs and in relation to each of those agreements:** 2. whether the proposal will result in the permanent loss of playing field land currently used by community users, if so 3. what alternative arrangements have been made to ensure these users will be able to continue to operate effectively somewhere else and on the same terms 4. where it is not possible to ensure community users can continue to operate effectively, set out the reasons why. | Click or tap here to enter text. |

# Section 4 – Consultation

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| **4) a. Please provide evidence of adequate consultation.** *Consultation requirements are detailed in Part 2 - Section B (4 - Consultation) of the Guidance.* | Choose an item.  Click or tap here to enter text. |
| 1. **b. Please provide evidence of the results of the consultation (both in full and a summary).** *Evidence requirements are detailed in Part 2 - Section B (4 - Consultation) of the Guidance.* | Choose an item.  Click or tap here to enter text. |

# Section 5 – Finance

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| 1. **a. Please provide details as to how you have assured yourself that the consideration received represents best value.** | Click or tap here to enter text. |
| 1. **b. Please provide a recent (within the last 3 months) red book valuation report undertaken by an independent registered valuer licensed by the Royal Institution of Chartered Surveyors (RICS) of the estimated open market value of the land to confirm either the sale price or rental value, together with any other information which demonstrates how the disposal will achieve best value, and details of any advice received which might affect those matters (for example if there is a purchaser with a special interest which might result in a higher capital receipt).** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please provide any other information which demonstrates how the disposal will achieve best value (including, where applicable, open marketing), and details of any advice received which might affect those matters (for example if there is a purchaser with a special interest which might result in a higher capital receipt).** | Click or tap here to enter text. |
| **5) d. Please provide a costed programme of works the school intends to carry out using the proceeds of the disposal,** including sums which will be spent on improving and/or enhancing sport facilities at the school or surrounding schools. *If you are attaching any documents to the covering email, please state this in the box.* | Click or tap here to enter text. |
| 1. **e. Please provide details of how proposals for the reinvestment of the proceeds represent value for money – this could include details of a competitive procurement process, cost benchmarking information, return on investment calculations.** | Click or tap here to enter text. |
| **5) f. If it is thought the land is partly publicly funded land, details of the public investment in the land together with your proposal for the apportionment of value.** | Click or tap here to enter text. |

# Section 6 – Main terms of the disposal

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| **6) Please provide details of the key terms of any transfer, lease, or other disposal. For all disposals provide a copy of the heads of terms (if any) and copies of the draft documents for the transaction if they are available. Include all information listed at *Part 2 - Section B (6 - Main terms of the disposal).*** *If you are attaching any documents to the covering email, please state this in the box.* | Click or tap here to enter text. |

# Section 7 – Other

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| **7). a. If there are further details which will support your application, please highlight them here.** | Click or tap here to enter text. |
| **7) b. Please provide a letter of support for the proposals on behalf of the governing body.** | Click or tap here to enter text. |

# Section 8 – Public Sector Equality Duty

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| **8) 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.**

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