 **Form F**

#### Granting a telecommunications lease

#### 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 the grant of a telecommunications lease, 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 F*. 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 all of 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**  *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 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 telecommunications equipment area and the area affected by rights granted in the telecommunications 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 telecommunications equipment clearly identified.** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please provide photographs of the equipment if already in situ or photographs of the proposed location for the new installation.** | 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 the 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 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 your landlord’s consent for the alterations to your building and the proposed underletting to the operator.** | Choose an item.  Click or tap here to enter text. |
| 1. **d. Please provide a copy of any existing telecommunications lease.** | Choose an item.  Click or tap here to enter text. |
| 1. **e. Please provide copies of any relevant correspondence between you and the operator.** | 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.** | 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.** | Click or tap here to enter text. |
| 1. **c. Please provide details of how the disposal will benefit the school.** | Click or tap here to enter text. |
| 1. **d. Please provide an explanation of why the proposed terms of the disposal are appropriate for the transaction, including details of the legal, financial (including taxation) and property advice that you have taken.** | Click or tap here to enter text. |
| 1. **e. Please provide evidence that you have selected the best possible location for the equipment.** | Click or tap here to enter text. |
| 1. **f. Please provide details of what other options were explored, rejected and why.** | Click or tap here to enter text. |
| **3) g. Please provide details on other users, for example community users, who will be affected by the disposal.** | Click or tap here to enter text. |
| 1. **h. Please provide details of any works being carried out as part of the proposals.** | Click or tap here to enter text. |
| 1. **i. Please provide the school’s guideline area of playing field, in m².** | Click or tap here to enter text. |
| 1. **j. Please provide the full calculation of the school’s guideline area of playing field.** | Click or tap here to enter text. |
| 1. **k. Please provide the school’s current amount of playing field land, in m².** | Click or tap here to enter text. |
| 1. **l. Please provide the school’s PAN.** | Click or tap here to enter text. |
| **3) m. Please provide confirmation that you have all permissions and consents needed to agree to the granting of the lease (including from your landlord and any third parties as appropriate).** | Click or tap here to enter text. |
| 1. **n. Please provide confirmation that the transaction does not present any conflicts of interest including confirmation that the parties are not related parties.** | Click or tap here to enter text. |

# Section 4 – Finance

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| 1. **a. If any expenditure is associated with the grant of the telecommunications lease, please provide an explanation of how the proposals are being funded.** | Click or tap here to enter text. |
| 1. **b. 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. **c. Please provide a recent (within the last 3 months) valuation report prepared by a specialist telecommunications valuation surveyor. The surveyor must be an independent registered valuer licensed by the RICS. The surveyor must provide advice on the proposal itself and on the estimated open market value or rental value of the disposal together with any other information which demonstrates how the disposal will achieve best value.** | Choose an item.  Click or tap here to enter text. |
| 1. **d. Please provide details of how the school intends to use the rental or capital proceeds of the disposal.** | Click or tap here to enter text. |
| 1. **e. Please provide details of how proposals for the use of the proceeds represent value for money.** | Click or tap here to enter text. |
| 1. **f. If it is thought the land is partly privately funded land, provide details of the public/private investment in the land together with your proposal for the apportionment of value.** | Click or tap here to enter text. |

# Section 5 – Operational

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| **5) a. Please provide confirmation that there is no impact on insurance.** | Click or tap here to enter text. |
| **5) b. Please provide confirmation that you have met your safeguarding requirements in relation to the proposals.** | Click or tap here to enter text. |
| **5) c. 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. |

# Section 6 – Technical

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| **6) a. Please provide copies of the surveys/inspection reports carried out to determine the suitability of the site for the proposals (as a minimum we would expect health and safety, and where applicable, roof condition and structural surveys to be carried out).** | Choose an item.  Click or tap here to enter text. |
| **6) b. Please provide confirmation that the installation will not invalidate any guarantees.** | Click or tap here to enter text. |
| **6) c. 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 7 – Main terms of the disposal

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| **7) Please provide a copy of the agreed heads of terms (if any) and copies of the agreed or draft form documents for the transaction if they are available. Include:** |  |
| **(a) the term of the lease including any contractual rights to extend the term** | Click or tap here to enter text. |
| **(b) the tenant** | Click or tap here to enter text. |
| **(c) the rent or premium** | Click or tap here to enter text. |
| **(d) is there a rent review and if so, when and on what basis?** | Click or tap here to enter text. |
| **(e) who is responsible for installation, repair, and maintenance of the equipment?** | Click or tap here to enter text. |
| **(f) who is responsible for the repair and maintenance of the building and roof (or land if not a lease of the roof space)?** | Click or tap here to enter text. |
| **(g) who is responsible for insurance of the equipment and who pays for this?** | Click or tap here to enter text. |
| **(h) who is responsible for insurance of the building (or land if not a lease of the roof space) and who pays for this?** | Click or tap here to enter text. |
| **(i) what contributions does the tenant make to the maintenance and repair of any other areas over which they have use, such as accessways?** | Click or tap here to enter text. |
| **(j) can the tenant transfer the lease or underlet? If yes, do you have any control (as landlord) over this process and is your consent required** | Click or tap here to enter text. |
| **(k) the circumstances in which the lease can be terminated and by whom and the consequences of doing so** | Click or tap here to enter text. |
| **(l) a detailed description of the operator’s rights over the school site and rights of entry** | Click or tap here to enter text. |

# Section 8 – Other

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| **8) a. If there are further details which will support your application, please highlight them here.** | Click or tap here to enter text. |
| **8) b. Please provide a letter of support for the proposals on behalf of the governing body.** | Click or tap here to enter text. |

# Section 9 – Public Sector Equality Duty

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| **9) 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. |