 **Form J**

# Acquisitions

#### 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 all acquisitions requiring the Secretary of State's consent.

#### 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 J*. 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 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. You should not sign any contract to acquire any interest in land until you have received written notification of the Secretary of State’s decision. You should not commence any works 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. |
| **Please provide the name of the Accounting Officer** | 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 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 up to date copies of the Land Registry title entries and plan of the school site.** | Choose an item.  Click or tap here to enter text. |
| **1) b. Please provide up to date copies of the Land Registry title entries and plan of the area for acquisition (if only part of the title is to be acquired you will need to outline this on the plan), including details of its size in m².** | Choose an item.  Click or tap here to enter text. |
| **1) c. Please provide photographs of the area to be acquired.** | Choose an item.  Click or tap here to enter text. |

# Section 2 – General

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| **2) a. Please provide a full description of the proposed acquisition and the reason for it.** | Click or tap here to enter text. |
| **2) b. Please provide details of how the proposed acquisition will benefit the school.** | Click or tap here to enter text. |
| **2) c. Please provide details of any other options explored to meet the required need.** | Click or tap here to enter text. |
| **2) d. Please provide details of the land’s current use and its proposed use by the school, with details of any planning consents required.** | Click or tap here to enter text. |
| **2) e. Please provide a description of the type of land being acquired (i.e. whether it is buildings, access, playing field etc), and for playing field give a breakdown of the type of playing field (soft outdoor PE areas, hard outdoor PE areas, soft informal and social areas, hard informal and social areas, habitat areas) and the size in m² of each area.** | Click or tap here to enter text. |
| **2) f. If the acquisition relates to a significant change application, please provide details of that application, and attach the Regional Schools Commissioner’s confirmation letter to the covering email.** | Click or tap here to enter text. |
| **2) g. Please provide the school’s PAN.** | Click or tap here to enter text. |
| **2) h. Please provide confirmation that you have met your safeguarding requirements in relation to the proposals.** | Click or tap here to enter text. |
| **2) i. Please provide confirmation that the transaction does not present any conflicts of interest including confirmation that the party selling or letting the property is not a related party.** | Click or tap here to enter text. |

# Section 3 – Finance

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| **3) a. Please provide details of the expected expenditure associated with the acquisition, both in the initial purchase and the ongoing running costs/liabilities, together with any relevant condition information such as surveys.** | Choose an item.  Click or tap here to enter text. |
| **3) b. Please provide an explanation of how the proposals are being funded and the impact of the acquisition on the trust’s finances.** | Choose an item.  Click or tap here to enter text. |
| **3) c. Please provide details on how you have assured yourself that any consideration paid represents best value.** | Click or tap here to enter text. |
| **3) d. Please provide a recent (within the last 3 months) red book valuation report prepared by an independent registered valuer licensed by the RICS of the estimated open market value of the property, together with any other information which demonstrates how the acquisition will achieve best value. If you are purchasing a property for which there is a significant number of comparables, you may provide three opinions of value from property agents in the area instead of a valuation report.** | Choose an item.  Click or tap here to enter text. |

# Section 4 – Main terms of the disposal

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| **4) Please provide details of the key terms of the purchase, new lease, easement, or other acquisition. 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 J (4 - Main terms of the acquisition*).** *If you are attaching any documents to the covering email, please state this in the box below.* | Click or tap here to enter text. |

# Section 5 – Other

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| **5) a. If there are further details which will support your application, please highlight them here.** | Click or tap here to enter text. |
| **5) b. Please provide a letter of support for the proposals on behalf of the governing body.** | Click or tap here to enter text. |

# Section 6 – Public Sector Equality Duty

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| **6) 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 the Accounting Officer.**

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