 **Form L**

# Appropriation of school land by a local authority

#### 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 local authority appropriations.

#### 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* in *Part 2 - Section L*. Only submit your application when you are sure that you have provided all of the information requested. 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 an appropriation 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** | 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. |
| **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. |

# Section 1 – General

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| 1. **a. As well as completing this form, please also complete either Form A (if the transaction relates to non-playing field land) or Form B (if the transaction relates to playing field land), as if the area for disposal were the area for appropriation.** | Choose an item.  Click or tap here to enter text. |
| 1. **b. If the appropriation is part of a wider scheme please provide plans of the land included in the wider scheme.** | Click or tap here to enter text. |
| **1) c. Please provide evidence of the results of consultation (both in full and a summary) with the headteacher and the chair of the governing body or the academy trust (as appropriate) of the school affected** | Click or tap here to enter text. |
| 1. **d. Please provide information about the land’s current use and why there is a need to appropriate the land.** | Click or tap here to enter text. |
| **1) e. Please provide details of the last use for school purposes of the land to be appropriated.** | Click or tap here to enter text. |
| **1) f. Please provide clear and robust evidence that the land is not required for educational purposes.** | Click or tap here to enter text. |
| **1) g. Please provide details of the alternative use proposed and the plans for the land in the future, including details of any proposals to develop or market the land in the future.** | Click or tap here to enter text. |
| **1) h. Please provide information about how the decision was made by the local authority to appropriate the land, including all relevant evidence, minutes of meetings, reports, decisions, surveys etc. and details of the process that was followed, including any consultation or public notice.** | Choose an item.  Click or tap here to enter text. |
| **1) i. Please provide red book valuations of the land by a RICS registered valuer in both its existing use and its use as proposed under the appropriation. Where the land is to be appropriated for development, include a detailed appraisal of the residual land value.** | Choose an item.  Click or tap here to enter text. |
| **1) j. Please provide details on proposals for measures to mitigate the loss of land to the school and/or the wider educational estate. Such measures should be based on the market value of the land in the use to which the land is to be put and not in its current educational use.** | Click or tap here to enter text. |

# Section 2 – Other

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| **2) a. If there are further details which will support your application, please highlight them here.** | Click or tap here to enter text. |
| **2) b. Please provide a letter of support for the proposals on behalf of the governing body.** | Click or tap here to enter text. |

# Section 3 – Public Sector Equality Duty

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| **3) 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. |