 **Form I**

#### Change of use of school land for non-educational purposes

#### 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 applications to change the use of playing field land to a non-educational use.

#### 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 I*. 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. You are strongly encouraged to apply for consent before applying for planning consent. You should not commence any works on the site in anticipation of Secretary of State consent or enter into any binding contracts which rely on consent being granted. 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. |
| **Please provide written**  **authorisation from the freehold owner (typically your local authority) confirming support for the proposal.** | 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 up to date copies of the Land Registry title entries and plan of both the school site and the playing field area for change of use.** | Choose an item.  Click or tap here to enter text. |
| 1. **b. Please provide a plan of the school site detailing the layout before and after the transaction.** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please provide an aerial satellite image of the school site with the area for change of use clearly identified.** | Choose an item.  Click or tap here to enter text. |
| 1. **d. Please provide photographs of the playing field area affected.** | 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 change of use and the reason for it.** | Click or tap here to enter text. |
| 1. **b. Please provide details of how the proposed change of use will benefit the school.** | Click or tap here to enter text. |
| 1. **c. Please provide the total area of land subject to the change of use in m².** | Click or tap here to enter text. |
| 1. **d. Please provide a description of the land’s current school use, including its use by any other schools or community users.** | Click or tap here to enter text. |
| 1. **e. If applicable, please provide the type of playing field land subject to the change of use (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 and habitat areas).** | **Soft outdoor PE area:** Click or tap here to enter text.  **Hard outdoor PE area:** Click or tap here to enter text.  **Soft informal and social areas:** Click or tap here to enter text.  **Hard informal and social areas:** Click or tap here to enter text.  **Habitat areas:** Click or tap here to enter text. |
| **2) f. Please provide the school’s guideline area of playing field, in m².** | Click or tap here to enter text. |
| **2) g. Please provide the full calculation of the school’s minimum area of playing field.** | Click or tap here to enter text. |
| 1. **h. Please provide the school’s current amount of playing field land, in m².** | Click or tap here to enter text. |
| 1. **i. Please provide the school’s PAN.** | Click or tap here to enter text. |
| 1. **j. Please provide details of any proposals to mitigate the loss of land.** | Click or tap here to enter text. |
| **2) k. 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. |
| 1. **l. Please provide confirmation that you have met your safeguarding requirements in relation to the proposals.** | Click or tap here to enter text. |
| 1. **m. Please provide confirmation that the transaction does not present any conflicts of interest including confirmation that any other party is not a related party.** | Click or tap here to enter text. |
| **2) n. 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 3 – Finance

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| **3) Please provide an explanation as to how the proposals are being funded.** | Click or tap here to enter text. |

# Section 4 – Other

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| **4) a. If there are further details which will support your application, please highlight them here.** | Click or tap here to enter text. |
| **4) b. Please provide a letter of support for the proposals on behalf of the governing body.** | Click or tap here to enter text. |

# Section 5 – Public Sector Equality Duty

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| **5) 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 has 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. |