 **Form G**

#### Form G - Applications to enter into joint use agreements

#### 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 joint use agreements.

#### 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 G*. 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 should not enter into any joint use agreement 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** | 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. 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 plan of the school site marking the area(s) affected by the joint use, including details of its size in m².** | 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(s) affected by the joint use clearly identified.** | Choose an item.  Click or tap here to enter text. |
| 1. **d. Please provide a copy of the proposed planning application if the joint use agreement will be or is likely to be required as part of that application.** | 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 facilities (by type and the areas in m²) and the hours each will be used by the school and by the third party.** | Click or tap here to enter text. |
| 1. **b. Please provide information about how the land is currently used.** | Click or tap here to enter text. |
| 1. **c. Please provide details of the effect of the joint use on the school’s use of the land for the duration of the agreement.** | Click or tap here to enter text. |
| 1. **d. Please provide details of how the joint use agreement allows the school to respond to any changing requirements for space in the future.** | Click or tap here to enter text. |
| 1. **e. Please provide details of how the joint use will benefit the school.** | Click or tap here to enter text. |
| **2) f. Please provide confirmation of whether the joint use agreement is linked to a lease and, if so, giving details of the application for consent to that lease.** | Click or tap here to enter text. |
| 1. **g. Please provide confirmation of how the facilities are to be managed and by whom.** | Click or tap here to enter text. |
| 1. **h. Please provide an explanation of why the proposed terms of the joint use agreement 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. **i. Please provide details of what other options were explored, rejected and why.** | Click or tap here to enter text. |
| 1. **j. Please provide details of any other users who will be affected by the joint use agreement.** | Click or tap here to enter text. |
| 1. **k. Please provide details of any works being carried out as part of the proposals.** | 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. |
| **2) m. Please provide confirmation that you have all permissions and consents needed (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. |
| 1. **o. Please provide the school’s guideline area of playing field, in m².** | Click or tap here to enter text. |
| **2) p. Please provide the full calculation of the school’s guideline area of playing field.** | Click or tap here to enter text. |
| **2) q. Please provide the school’s current amount of playing field land, in m².** | Click or tap here to enter text. |
| **2) r. Please provide the school’s PAN.** | Click or tap here to enter text. |
| **2) s. 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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| 1. **a. Where any facilities are being built or refurbished, please provide the outline specification of the works, the costs, and details of who is paying for them.** | Click or tap here to enter text. |
| 1. **b. Please provide details of the future costs of the facilities and who bears these costs. This should include a detailed budget estimate of the running costs of the facilities for the duration of the shared use (or a minimum of 10 years if open ended), including the management, lettings, repairs, heating, maintenance and replacement of facilities, and the sources of funding to pay for them.** | Click or tap here to enter text. |
| 1. **c. Please provide evidence of the advice you have received from a relevant professional (normally a Chartered Surveyor or accountant) that the budget is reasonable and that the liabilities falling to the school are affordable and fairly balanced between the school’s use and the third-party use.** | Choose an item.  Click or tap here to enter text. |
| 1. **d. Where the joint use is over facilities on school land as part of a wider development on non-school land, evidence from a Registered Valuer of the benefit of the non-school land in having facilities located on school land.** | Click or tap here to enter text. |
| 1. **e. Please provide details of how any proceeds from the joint use arrangements will be spent.** | Click or tap here to enter text. |
| **3) f. Please provide details of how proposals for the reinvestment of the proceeds represents value for money.** | Click or tap here to enter text. |
| **3) g. If it is thought the land is partly publicly funded land, provide 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 4 – Main terms of the disposal

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| **4) Please 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 G (4 - 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 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. |