 **Form D**

#### Granting an easement of playing field or non-playing field land

#### 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 an easement, 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 D*. 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 grant any easement 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

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| 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 an aerial satellite image of the school site with the area(s) affected by the easement clearly identified.** | Choose an item.  Click or tap here to enter text. |
| 1. **c. Please provide a plan of the school site showing the area(s) affected by the easement (both the route of the easement and any areas affected by rights granted) and details of the size of those area(s) in linear metres and m².** | Choose an item.  Click or tap here to enter text. |

# Section 2 – General

|  |  |
| --- | --- |
| 1. **a. Please provide a full description of the proposed disposal, including what the easement is for and who will benefit from it.** | Click or tap here to enter text. |
| 1. **b. Please provide information about how the areas affected by the easement are currently used, including whether or not the areas affected are playing field land.** | Click or tap here to enter text. |
| 1. **c. Please provide details of the impact of the grant of the easement on the school’s use of the areas affected.** | Click or tap here to enter text. |
| 1. **d. Please provide details of what other options for routing the easement were explored, rejected and why.** | Click or tap here to enter text. |
| 1. **e. Please provide details of any works being carried out as part of the proposals.** | Click or tap here to enter text. |
| **2) f. Please provide confirmation that you have met your safeguarding requirements in relation to the proposals.** | Click or tap here to enter text. |
| **2) g. 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. **h. Please provide confirmation that the transaction does not present any conflicts of interest including confirmation that the grantee is not a related party.** | Click or tap here to enter text. |
| 1. **i. Please provide details of any statutory rights benefiting the third party in relation to the proposals and the grant of the easement, including details of the applicable legislation.** | Click or tap here to enter text. |
| 1. **j. If the easement affects playing field land please provide:**   i. the school’s guideline area of playing field, in m².  ii. the full calculation of the school’s guideline area of playing field  iii. the school’s current amount of playing field land, in m² | Click or tap here to enter text. |
| **2) k. 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

|  |  |
| --- | --- |
| 1. **a. If any expenditure by the school is associated with the grant of the easement, provide details and an explanation of how it is being funded.** | Click or tap here to enter text. |
| 1. **b. Where the easement benefits other land, provide a recent (within the last 3 months) valuation report prepared by an independent registered valuer licensed by the RICS of the estimated open market value of the easement.** | Choose an item.  Click or tap here to enter text. |
| 1. **c. If the school is receiving any payment in exchange for granting the easement:**   i. an explanation of how you have assured yourself it represents value for money  ii. details of how the school intends to reinvest the payment  iii. details of how proposals for the use of the payment represent value for money. | Click or tap here to enter text. |
| 1. **d. 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

|  |  |
| --- | --- |
| **4) Please provide details of the key terms of the easement. 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 D (4 - Main terms of the disposal),* including evidence that the impact on future development of the site has been appropriately considered, including any termination rights and/or lift and shift provisions in the lease.** *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

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **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 an officer authorised to act on behalf of the local authority/governing body or the Accounting Officer in academy trust applications.**

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