 **Form C**

#### Disposals of non-playing field land at operating schools which require notification under Schedule 22 only

#### 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 disposals of non-playing field land at operating schools under Schedule 22 only. For Schedule 22 discontinuance applications, please contact the Department by emailing [Land.Transactions@education.gov.uk](mailto:Land.Transactions@education.gov.uk). For Schedule 22 applications to use non-playing field land at an operating school for purposes not connected with the provision of education in a school, please use Form I (applications to change the use of school land for non-educational purposes).

#### 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 C*. 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. 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 make any disposal of land, commence any works, or anticipate any future proceeds 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

|  |  |
| --- | --- |
| **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. |
| **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. |
| **Please select the most relevant description of the disposal type from the list below.**  *If ‘Other’ option is chosen, then please provide details.* | Choose an item.  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 and, if different, the area for disposal.** | Choose an item.  Click or tap here to enter text. |
| 1. **b. Please provide a plan showing the non-playing field area for disposal, 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 for disposal clearly identified.** | Choose an item.  Click or tap here to enter text. |
| 1. **d. Please provide photographs of the area to be disposed.** | 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 disposal and the reasons for it.** | Click or tap here to enter text. |
| **2) b. Please provide information about how the land is currently used.** | Click or tap here to enter text. |
| 1. **c.** **Please provide details of how the proposed disposal will benefit the school.** | Click or tap here to enter text. |

# Section 3 – Main terms of the disposal

|  |  |
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| **3) Please provide details of the key terms of any transfer, lease, or other disposal. Provide a copy of the heads of terms (if any) and copies of the draft documents for the transaction if they are available.** *If you are attaching any documents to the covering email, please state this in the box.* | 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 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 governing body.**

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