 **Form A**

# Disposals of 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 all non-playing field land disposals. If the disposal involves any element of playing field land, please complete Form B instead.

#### 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 A*. 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.

#### Step 4 Submit the application

Email your application form and all supporting documents to 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

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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** *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 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. |
| **Please select the most relevant description of the disposal type from the list.***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. If you are not the freehold owner of the land, 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 area to be disposed of, 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.**
 | Click or tap here to enter text. |
| 1. **b. Please provide information about how the land is currently used. If it is not currently used for any purpose, state why and provide details of any running costs.**
 | Click or tap here to enter text. |
| 1. **c. Please provide details of how the disposal will benefit the school.**
 | Click or tap here to enter text. |
| 1. **d. Please provide an explanation of why the proposed terms of the disposal 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. **e. Please provide details of what other options were explored, rejected and why. For example, an application to sell or lease a caretaker’s property should explain why the property could not be used for staff accommodation or teaching space.**
 | Click or tap here to enter text. |
| **2) f. Please provide details on whether the school will have any continued use of the land following the disposal, and if so, on what terms.** | Click or tap here to enter text. |
| 1. **g. Please provide details of any other users, for example community users, who will be affected by the disposal.**
 | Click or tap here to enter text. |
| 1. **h. Please provide a description of any expenditure the school will be responsible for as part of the proposals.**
 | Click or tap here to enter text. |
| **2) i. 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. **j. Please confirm that the transaction does not present any conflicts of interest including confirmation that the purchaser is not a related party.**
 | Click or tap here to enter text. |
| 1. **k. Please provide the school’s PAN.**
 | 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. 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. Please provide details as to how you have assured yourself that the consideration received represents best value.**
 | Click or tap here to enter text. |
| 1. **b. Please provide a recent (within the last 3 months) red book valuation report undertaken by an independent registered valuer licensed by the Royal Institution of Chartered Surveyors (RICS) of the estimated open market value of the land or building to confirm either the sale price or the rental value. If you are selling a property for which there is a significant number of comparables, such as a caretaker’s house on the residential market, you may provide three opinions of value from property agents in the area instead of a valuation report.**
 | Choose an item.Click or tap here to enter text. |
| 1. **c. Please provide any other information which demonstrates how the disposal will achieve best value (including, where applicable, open marketing), and details of any advice received which might affect those matters (for example if there is a purchaser with a special interest which might result in a higher capital receipt).**
 | Click or tap here to enter text. |
| 1. **d. Please provide a costed programme of works the school intends to carry out using the proceeds 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. |
| 1. **e. Please provide details of how proposals for the reinvestment of the proceeds represent value for money – this could include details of a competitive procurement process, cost benchmarking information, return on investment calculations.**
 | Click or tap here to enter text. |
| **3) f. If it is thought the land is partly publicly funded land, 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 details of the key terms of any transfer, lease, or other disposal. For all disposals 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 A (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 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. |