 **Academies Property**

 **Information**

 **Note G**

# Disposing of or granting a lease of landless than 50m2

| This Property Information Note G is for use where the academy trust owns the freehold of its land and is not part of a series of disposals of land. If the academy trust holds its land on a lease from the local authority and if it involves playing fields, the local authority will also need consent under s.77 of the School Standards and Framework Act, 1998 and to follow the [guidance](http://www.education.gov.uk/aboutdfe/advice/f00216527/advice-school-playing-field-protection) as General Consents may apply. |
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To ensure you use the right information and form, please also refer to:

* [the Introduction to academies property information notes;](http://www.education.gov.uk/aboutdfe/executiveagencies/efa/efafundingfinance/b00212638/efa-academies-capital/academypins)
* [Which Form;](http://www.education.gov.uk/aboutdfe/executiveagencies/efa/efafundingfinance/b00212638/efa-academies-capital/academypins)
* [The Glossary](http://www.education.gov.uk/aboutdfe/executiveagencies/efa/efafundingfinance/b00212638/efa-academies-capital/academypins).

[Form G](#FormG) should be used where you want to dispose of land or grant a lease of land of less than 50 m2. if easements are involved, please look at the information required in [Form F](#FormF) and make sure the plan shows all easement routes. If the disposal (which includes a lease) is for a renewable energy installations please use [Form H](#FormJ) or, for leases for telecommunication masts, please use [Form J](#FormJ).

If you have received approval to capital funding from the Education Funding Agency (EFA) or Department for Education (DfE), you will still need separate consent for the disposal or lease if this has not been expressly included in the consent letter and funding terms and conditions.

If you occupy your land on a lease from the local authority and the land involves playing fields, please refer to the [guidance](http://www.education.gov.uk/aboutdfe/advice/f00216527/advice-%20%20%20school-playing-field-protection).

#### Step 1 Decide which form to submit

Review Which Form to determine whether [Form G](#FormG) is the right form for your proposal. You may also find the [Glossary](#Glossary) helpful.

[Form G](#FormG) indicates the anticipated timescale for a decision from the Secretary of State. Be sure to allow for the time to collect all information, to appraise all options and for the EFA’s assessment process.

Do not accept any grant or sign any agreements before you have received written confirmation of the Secretary of State’s decision.

#### Step 2 Take appropriate advice

You will need to take advice on the terms of any legal agreement to establish the possible financial impact and future use of your land. Your advisers will also consider if you should be seeking payment in return for granting any lease or disposal where it is likely to be of high value to the party seeking your permission. Unless we feel there is a good reason, we will not require a valuation.

#### Step 3 Submit the application

Once you have agreed the terms of the lease or disposal you should apply for consent using Form G. Check you have provided all the information requested and your Accounting Officer has signed the declaration. Applications submitted without this signature will not be assessed by the EFA and the indicative time shown for a decision will be delayed if you have not provided the information requested.

#### Step 4 Clarify any points in the application

Provide any further information we might request to clarify your application, so we can assess it as speedily as possible.



**Form G: Disposing of or granting a lease of land
less than 50 m2**

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| **FORM G** **Disposing of land or granting a lease of less than 50 m2** |
| 1 | Academy Name and address |  |
| Academy Address |  |
| 2 | Academy Trust Name |  |
| 3 | Unique Reference Number & UPIN |  |
| 4 | Contact details for further information: |  |
| Name |  |
| Position |  |
| Email address |  |
| Phone numbers |  |
| **Details of disposal/lease** |
| 5 | Is this a lease? (if so state when it will expire)ORIs it a disposal of the freehold interest? |  |
| 6 | Proposed purchaser/lessee and confirmation of the purpose of the transaction (gas/water/sewerage/electricity). | PurposeNameRegistered address: |
| 7 | Price OR , if granting a lease1. Annual rent
2. Review frequency
3. Review mechanism (RPI/Upward only etc)
 |  |
| **Benefit/Value** |
| 8 | Are there any risks to the Academy pupils and, if so, how will you manage these?  |
| 9 | What is the commercial value of permission to the party you will be disposing of land to, or granting a lease of? (if necessary provide a valuer’s report particularly if the installation will not just benefit the Academy but also adjacent land) |  |
| 10 | Does it affect your use of playing fields? If so, how? |  |
| 11 | Who will be responsible for paying to maintain/ renew theStructure Pipework/Cables etcAccess waysWho is responsible for insurance?1. The actual pipework/cables etc
2. Public liability
3. Design

Will the lessee be responsible for removing its installations and making good at the end of the lease? |  |
| 12 | Name of legal firm having advised you.Confirmation that the legal firm has confirmed you have good title to enter into the proposed land transaction and that you have received any consents you need in addition to that of the Secretary of State for Education. |  |
| **Land descriptions** |
| 13 | Attach plan to standard required to enable registration at the Land Registry of the land affected by the disposal/lease and any access routes of associated pipework/cable ways. |
| **Accounting Officer Declaration***The signature of the Accounting Officer below signifies confirmation that the* Trust :1. Complies with its duties and responsibilities under the Academies Act your Funding Agreement and the Academies Financial Handbook,
2. Has taken appropriate legal, financial and property advice,
3. Is satisfied the transaction represents value for money,
4. Confirms that the transaction does not involve any loan,
5. Confirms that the transaction is affordable without recourse to EFA or DfE capital or revenue budgets.
6. Is satisfied about all safeguarding issues, and
7. The information provided is a truthful statement and has brought attention to anything that might be pertinent to the Secretary of State’s decision, even if not asked directly.

Signed Accounting OfficerNameDate |

Please email the completed form with all attachments to: ***academy.questions@education.gsi.gov.uk***

You will receive an acknowledgement within three working days of receipt of this form providing a unique reference number. We will then determine if you have provided all of the information that we need to make a decision. We will only be able to consider your case after you have provided all necessary information. Once the information is complete, we aim to provide you with a decision in 10 to 30 working days, depending on the complexity of the proposal.

After the information is complete, we aim to provide you with a decision within 10 working days.