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| **Question** | **Yes** | **No** | **Comments** |
| Do you own the premises? |  |  |  |
| If you are a charity that owns the premises, do you have custodian trustees? |  |  |  |
| Do you rent the premises? |  |  |  |
| Do you know who your landlord is? |  |  |  |
| Do you have a lease /rental agreement? |  |  |  |
| Do you know how long your lease/rental is? |  |  |  |
| Are you up to date with your rental payments? |  |  |  |
| Are the premises suitable for expansion? |  |  |  |
| Are the premises in good condition? |  |  |  |
| Have you checked with your landlord that you are able to expand your hours of occupancy? |  |  |  |
| Does the space rented comply with sec 3.54 – 3.61 of the EYFS statutory framework? |  |  |  |
| Do you know who is responsible for maintenance and general upkeep of the premises? |  |  |  |
| Have you sought advice from the Local Authority? |  |  |  |
| Do you need to make adjustments to the premises in order to expand? |  |  |  |
| Do you need to get planning permission to expand? |  |  |  |
| Do you know who will pay for any alterations or adjustments? |  |  |  |

**Actions:**

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