



# Guidance for Making Changes to your Building



**Practical guidance for achieving  
Landlord's Consent to proceed  
for Schools & Academies**

**CYP in partnership with Corporate Property**

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## Aims and Purpose

The purpose of this guide is to assist Head Teachers, Governors of Suffolk Schools and Dioceses' of their roles and responsibilities when they are intending to carry out any building work to their premises.

This process is a joint responsibility for the School and as Suffolk County Council (SCC) owns the property assets; they are the Landlord and must give their consent before any alterations are made to their buildings. Please note with exception for those academies who own the freehold of the land and buildings. It is the Premises Responsible Person's obligation to ensure that consent is obtained and work is carried out in accordance with Health and Safety legislation and other statutory requirements, to ensure the safety of pupils, staff and the public using the premises.

This guidance document will help to make you aware of these requirements and how you can ensure that your buildings are appropriately managed to keep them healthy, safe and open, when undertaking work on your building.

## Raising the Bar

All building projects, no matter what their size, should contribute in some way to enhancing pupil achievement and raising standards. Each school must prepare a Building Development Plan (BDP) that sets out how the implementation of each project will contribute in terms of measureable outputs, for example: Key Stage targets and results, GCSE/GNVQ targets and results, increased attendance, improved participations rates etc.

## Types of project

**Minor Project:** A minor project would have a value under £3,000. For example: fitting new electrical sockets or decorating classroom.

**Major Project:** A major project would have a value exceeding £3,000; for example, a construction project or major refurbishment. For minor and major project this Landlords Consent form and process must be followed.

### Minor Alterations:

For alterations such as fitting shelving, hooks or mirrors. It is important that the health and safety risks have been assessed. This form is not required. However, the "Education Buildings - Minor Fixtures & Fittings" self-assessment form must be completed.

## Typical project examples

Examples of where schools would need to obtain Landlord's Consent include the following situations:

- Where painting and decorating is needed to refresh all or part of a school.
- If a school boiler is at the end of its lifespan and the decision has been made to replace the system.
- Where an extension is needed to accommodate more children.



## **Roles and Responsibilities**

The guidance sets out the roles and responsibilities of those involved in managing all aspects of a building project:

### **The Local Authority (LA):**

- has overall responsibility for the Asset Management Planning process in partnership with Head Teachers, Governing Bodies and the Dioceses,
- is responsible for developing and implementing policies for its statutory role in supplying school places and planning and delivering annual capital programmes through the Asset Management Plan (AMP) process,
- offers advice to schools and monitors how Governing Bodies are: planning, managing and implementing their projects, using their capital finance and securing best value, and meeting their responsibilities for good stewardship of their school premises.

### **Schools: (Governing Bodies and Headteachers) main roles and responsibilities are:**

- to identify priorities for premises-related expenditure through your School Building Development Plan (BDP) and to set out the beneficial outcomes which will be achieved in meeting those priorities, particularly the contribution made to raising pupil attainment,
- to plan, budget, manage and evaluate efficiently those projects for which they are responsible, making effective use of delegated and devolved funding, and ensuring value for money and complying with all legislation especially relating to health and safety,
- to contribute to the development and fulfilment of wider LA priorities

and to co-operate fully in the AMP process,

- to ensure work is carried out in accordance with Health and Safety legislation and other statutory requirements,
- to obtain Landlord Consent from Property Management before work commences.

### **The Dioceses' main roles and responsibilities are:**

- to share aspirations and plans for denominational education and aided school building development,
- to participate in the AMP process and contribute to the development and fulfilment of wider LA priorities,
- to plan, budget and evaluate in accordance with the AMP process and priorities where working with aided school Governing Bodies on building projects.

### **Property Management role is:**

- when commissioned, to effectively manage the building project on behalf of the premises,
- to provide advice and guidance to head teachers/responsible persons on legal requirements for undertaking work on their premises if they decide to carry out the work themselves,
- to provide Landlord Consent to the premises.



## Legislation

The Premises Responsible Person (PRP) is responsible for ensuring building works carried out on their premises is done so safely. They also hold responsibility to control any contractors working on SCC premises and must ensure compliance with legislation. This includes:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- Regulatory Reform (Fire Safety) Order 2005
- Approved Code of Practice (ACOP) - L8 - The control of legionella bacteria in water systems Legionella Compliance 2013
- Control of Substances Hazardous to Health (COSHH) Regulations 1999

Further information on some of the regulations can be found below:

### Planning Requirements

The Town and Country Planning process is designed to regulate the development and use of land. When you make a planning application you are seeking permission to enable you to carry out development.

In most, but not all, cases a proposed development could require both planning permission and building regulation approval. In these circumstances you would have to make two separate applications, including paying two

separate fees, to have your applications considered.



### Building Regulations

Schools are required to comply with the statutory Building Regulations when maintaining, extending or adapting their buildings. The Building Regulations apply to the maintenance, construction, extension and alteration of premises, and to the provision of certain controlled services and fittings. There are specific requirements in the Building Regulations concerning the conservation of fuel and power that require Building Regulation approval, before replacing boilers or lighting and installing cooling equipment. Replacement of windows, doors and roofing insulation will also need approval. The school's Corporate Property Advisor should be consulted as early as possible i.e. at the design concept stage. They will be able to advise if Building Regulations & planning approval is required and the extent to which the project falls within specific construction Health and Safety regulations (see Construction (Design and Management) Regulations).

## **Construction (Design and Management) Regulations 2015**

The CDM Regulations apply to all construction, refurbishment and maintenance projects and aim to improve health and safety during such work, as well as during the normal use, maintenance and eventual demolition of the premises.

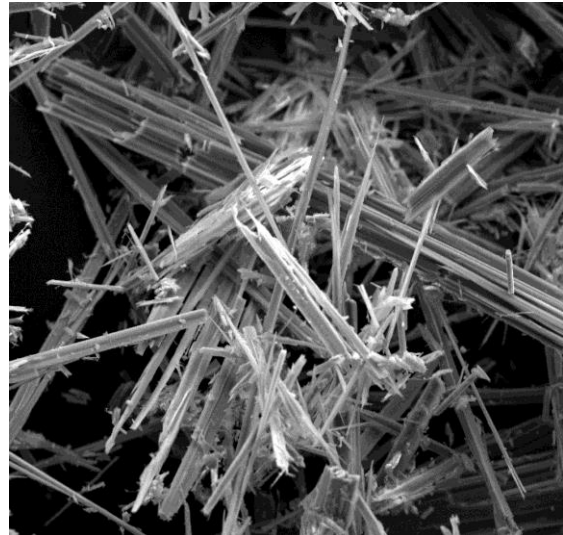
Responsibility for Health and Safety in construction projects is borne by a number of duty holders who include:

**The Client (which may be the Local Authority, the School or both):** A 'client' is anyone having construction or building work carried out. They must ensure that they have a competent team on board to proceed with the project, which includes the following.

**Principal Designers:** These are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

**Designers:** The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors.

**Contractors:** A contractor is a business that is involved with construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed. A 'Principal Contractor' has to be appointed when there is more than one contractor employed on the project. Their role is to plan, manage and co-ordinate health and safety during the work.



## **Control of Asbestos Regulations 2012**

Many public buildings, including Schools, contain asbestos-containing materials (ACM). ACM does not pose any risks to health provided that it is in good condition and not disturbed.

All contractors when working on the premises must be made aware of any ACM that may be present in a project area. The School's Asbestos Register contains information on areas of ACM that have been identified in a Management Survey for the premises. If you have any questions regarding your Asbestos Register, please contact your CPA.

Further information on Asbestos Management in SCC can be found on <http://colin.suffolkcc.gov.uk/NR/rdonlyres/929648A0-CF62-4D4B-97EE-E591FE58A47F/0/20141111SCCAsbestosManagementPlanV13.doc>

If the building project involves disturbing the fabric of the building, e.g. breaking into ducts or walls or ceiling voids or any other areas that are otherwise inaccessible, or require demolition of a structure, or part of a structure, or works on services e.g. removing pipe work or wall heaters or fuse boards, or will involve works on ceilings that have a textured coating (called Artex), then a further survey will be required. This survey is known as a R&D Survey – This survey MUST be carried out as early as possible in the planning stage of the project.

Please note: You must check your asbestos register before hanging pictures/shelves etc. to prevent disturbing any asbestos.

A Suffolk School refurbished its Science Laboratory. The School employed its own contractor, the contractor was not a licenced asbestos contractor who damaged and removed asbestos in an uncontrolled manner. All work had to be stopped, the school closed and the Health and Safety Executive investigated the incident which is still ongoing. The original budget for the project was £100,000. However there was an additional cost for the environmental clean-up as well as putting the original work right which has now cost in excess of £220,000 (Cost £120,000 for environmental clean up to start from beginning again, plus an additional £100,000 for actual laboratory project).



### Fire Safety

All Schools **MUST** have a suitable and sufficient fire risk assessment in place. Fire Risk Assessment (FRA) requires the identification of all fire hazards and the implementation of control measures to reduce associated fire risks to a tolerable level. FRA **must** be carried out by someone who is competent; which means

someone that has knowledge, experience and training in fire safety matters. Contact your CPA for further advice and support on obtaining a FRA.

Building works may temporarily change the way in which you are able to use your premises, therefore you need to review the existing fire risk assessment and evacuation plan and amend any control measures as necessary. For example, it may be necessary to temporarily move the fire assembly point or change fire escape routes to avoid construction areas. The contractor must liaise directly with the School to agree a joint and co-ordinated fire plan during the works to ensure the safety of all school users and those working on the site.

Further information can be found at [www.hse.gov.uk](http://www.hse.gov.uk)

A Suffolk Primary School carried out its own project to replace 4 Fire Doors. Their contractors replaced the doors that were not up to current standards. The new doors did not provide adequate fire compartmentalization as they did not offer intumescent strips to reduce the spread of flame or smoke. The gaps around the doors were excessive in places i.e. over 3mm against frame edges. The doors did not hold a current FD 30/60 BWF Certifire label and there is some doubt as to the makeup timber used for edging materials. The initial cost of the project was £600, however due to the doors not complying with Health and Safety legislation they needed replacing which cost the school an additional £3,500 which could have been avoided.

## Role of Property Management

Building works in schools will normally be commissioned either by the Local Authority, Diocesan body or the Schools themselves. At the earliest stage of a project, the CYP Infrastructure Team and your Corporate Property Advisor must be informed, so they can advise and support the process for completing building works and obtaining Landlord's consent.

Where the Local Authority manages the project, Property Management will ensure that a competent Project Manager and design team are commissioned. They will liaise with the School in order to deliver the project safely, on budget and on time.

They will also take care of the following that must be undertaken to ensure the successful completion of a project:

- Feasibility Study – checking whether the project is feasible, including the capacity of heating and electrical services and an early estimate of cost. Completing the Landlord's Consent form.
- Specification – producing a written technical specification of the work to be carried out, including contract conditions, DDA compliance etc.
- Obtaining Landlord's Consent (see appendix A).
- Planning and Building Control consents.
- Tender – going out to tender to a number of appropriate competent contractors.
- Evaluation of tenders – checking that the tenders are valid and accurate and recommending a contractor with whom to place the order for the work.
- Site Management – segregation and management of the work.
- Handover – accepting the finished project, snagging and checking

that all commissioning and testing has been carried out, receiving and validating certification and hand over documents, including the Health and Safety File drawings, information relating to asbestos if it has been removed as part of the project, air clearance certificates, waste transfer notes.

For schools wishing to appoint their own team, they must ensure that the above steps are executed effectively to avoid unwanted repercussions.

More information can be found on the Property Management page on Schools' Choice <http://www.schoolschoice.org/>

## Appointing a Competent Contractor

Schools have access via Property Management to the SCC Construction Framework, which includes a wide range of contractors, who are able to undertake projects of all types and sizes. All contractors on the Framework have been through a vigorous vetting process and are subject to continual checking and auditing by Property Management, to ensure they are competent to undertake work in schools.

Schools who choose to appoint their own contractors must be clear on the risks of this approach. They must ensure they comply with their duties under Health and Safety law and also follow SCC procurement regulations.

The School is responsible for checking the **competencies** of all contractors & operatives involved in delivering the project. The School will do this by ensuring the contractors demonstrate they have sufficient training, skills, experience and knowledge for this type of work. Evidence such as involvement in similar projects, training records, qualifications, etc. can be used to assess competence. Schools will need to satisfy themselves that their contractor can do the job safely and without risks to health by:

- Ensuring they have sufficient skills, experience and knowledge; and



- Checking their competence to undertake the work. The degree of competence required will depend on the work proposed.

The level of checks and enquiries that will need to be made on these points will depend on the complexity of the project. A checklist has been devised which highlights some of the issues that you must consider when planning a building project. (Appendix B).



### **Obtaining Landlord's Consent**

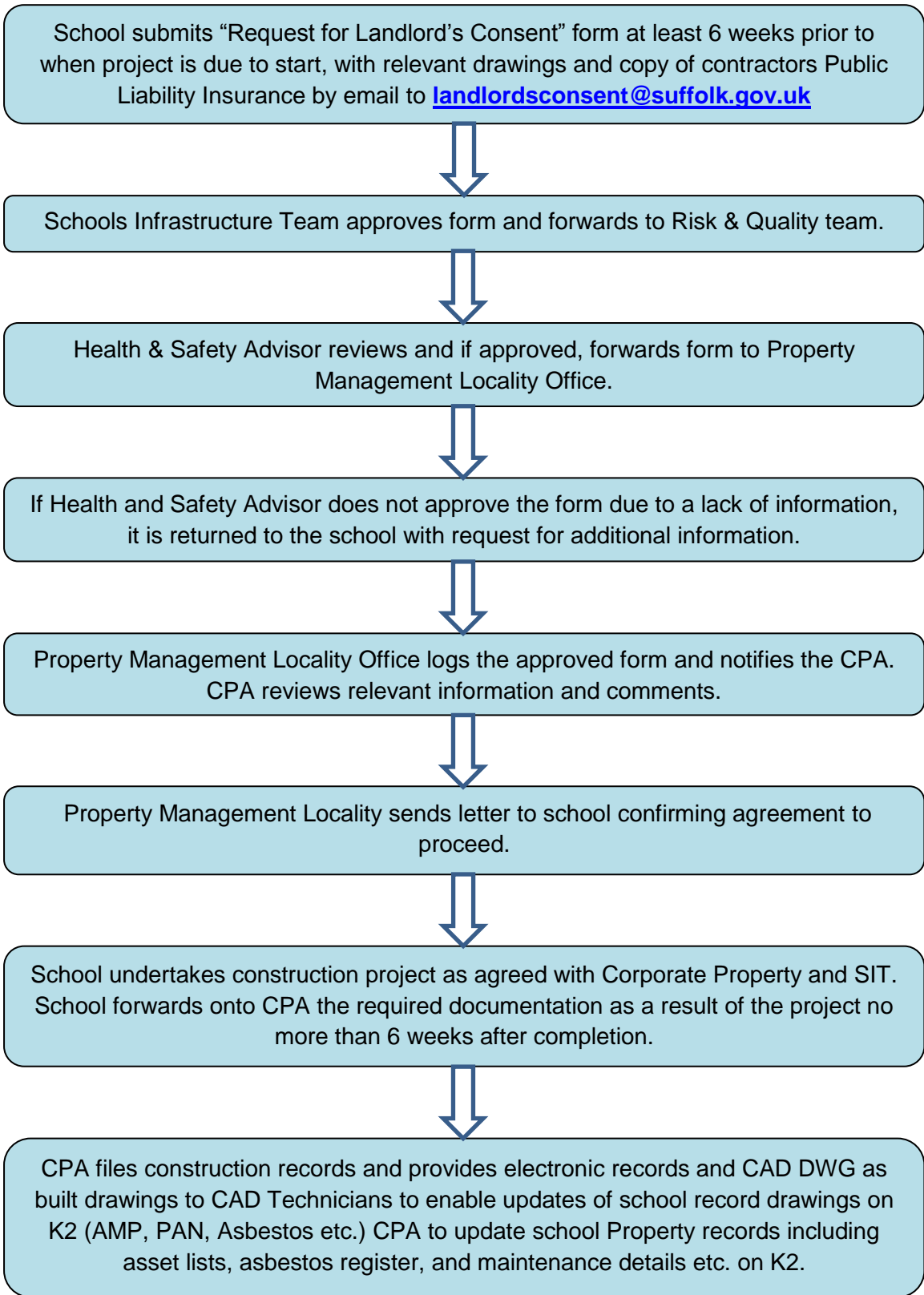
SCC holds overall Landlord responsibility for all assets including Schools and Academies and must be informed and give consent to all premises, before any alterations are made to their buildings. The Landlord Consent form (Appendix A) is required to ensure Corporate Property and the Schools Infrastructure Team has a strategic overview of building work being carried out at SCC premises including Schools and Academies, where the Local Authority is the Landlord. Please note with exception for those academies who own the freehold of the land and buildings. Approval of this form does not constitute technical approval to undertake a project, as it is for individual premises to ensure that all necessary consents are obtained and that the work proposed complies fully with the appropriate regulations and statutory requirements.

Academies are obliged under the terms of their lease to notify SCC of any alterations or additions and have separate forms for this process.

For all other directorate premises, the request should be sent to the Property Change Request group for approval.

SCC is now a substantial Landlord, and where the occupation of the property is by way of a lease, this will generally require Landlord's Consent to Improvements. This can be of a minor nature and dealt with by e-mail. More substantial improvements will require formal consent from the Corporate Landlord Manager (Academies and non-school properties), who will need to be satisfied that the appropriate planning consent is in place, approve plans and specifications and seek guarantees that building regulations will be followed, the appropriate insurances are in place and all statutory regulations adhered to. There may also be consideration given to end of tenancy matters such as re-instatement or compensation.

The flow chart on the following page, shows the process required to obtain Landlord Consent and must be followed at all times to prevent delay to the project.



## Contacts

### Property Management

Property Management Locality Office  
(Coastal, Ipswich and Lowestoft &  
Waveney localities)

**Telephone:** 01502 674800

**Email:** [building.repairsAH@suffolk.gov.uk](mailto:building.repairsAH@suffolk.gov.uk)

Property Management Locality Office  
(Central, South Suffolk and West localities)

**Telephone:** 01284 758680

**Email:**  
[building.repairsWSH@suffolk.gov.uk](mailto:building.repairsWSH@suffolk.gov.uk)

### CYP Infrastructure team

[Carol.Barber2@suffolk.gov.uk](mailto:Carol.Barber2@suffolk.gov.uk)

### Planning

Anita Seymour – Development Manager

[Anita.Seymour@suffolk.gov.uk](mailto:Anita.Seymour@suffolk.gov.uk)

### SCC Ecology Services

**Telephone:** 01473 264784

**Email:** [ecology@suffolk.gov.uk](mailto:ecology@suffolk.gov.uk)

### Aided Schools

Helen Bates

**Assistant Director (Buildings & Capital)  
Roman Catholic Diocese of East Anglia**

Tel: 01508 495509

Mob: 07712 863050

**Email:** [helen.bates@east-angliadiocese.org.uk](mailto:helen.bates@east-angliadiocese.org.uk)

Consultant to Church of England schools

Daniel Jones – Building Officer

[Daniel.jones@cofesuffolk.org](mailto:Daniel.jones@cofesuffolk.org)

## Useful websites

Health & Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)

HSE Construction H&S

<http://www.hse.gov.uk/construction/>

NUT H&S Briefing – Construction Work in  
Schools

<http://www.teachers.org.uk/node/12505>

The Appendix B checklist is taken from  
“Using contractors – A brief guide” leaflet  
INDG368 (page 6) available at

<http://www.hse.gov.uk/pubns/indg368.pdf>



### Premises Management Training

<http://suffolk.learningpool.com>

E-Learning: Search **LADEL099**

Face to Face: Search **LAD235**

# Appendix A – Request for Landlords Consent

## Information:

Before completing this form you must discuss your project with your **Corporate Property Advisor**, who will be able to advise you on any property related information you need in order to ensure this form is completed ready to submit for approval.

This form must be completed and **approved, before** any locally instigated alterations or improvements are carried out to education premises.

There is specific Health & Safety legislation which must be complied with, which will relate to your project.

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- Regulatory Reform (Fire Safety) Order 2005
- Approved Code of Practice (ACOP) - L8 - The control of legionella bacteria in water systems Legionella Compliance 2013.
- Control of Substances Hazardous to Health (COSHH) Regulations 1999

If you need further information, please visit [www.hse.gov.uk](http://www.hse.gov.uk) or ask your Corporate Property Advisor, who will guide you to where this information can be found.

Note that the school (represented by the PRP) will be a Client under the Construction (Design and Management) Regulations 2015 (CDM2015) and must fulfil all Client duties imposed by this legislation e.g. appointing other duty holders, allocating sufficient time & resources, ensuring relevant information is prepared & provided to other duty holders, ensuring adequate welfare facilities are provided, etc.

Once completed, this form must be sent to the Landlord Request email box:  
[landlordsconsent@suffolk.gov.uk](mailto:landlordsconsent@suffolk.gov.uk)

# Appendix A – Request for Landlords Consent

All sections must be fully completed

## SECTION 1 – Basic Information

School name:		LA School No:	
School address:			
Contact person:		Position held:	
Email address:		Tel. No:	
Corporate Property Advisor:			
<b>Who Will Manage the Project?</b> (please specify)			
<b>CDM2015 appointment contact details:</b>			
* = Note that a Principal Designer and Principal Contractor required where there is more than one contractor			
<b>Principal Designer / Designer*</b> (delete as appropriate):			
<b>Principal Contractor / Contractor*</b> (delete as appropriate):			

## SECTION 2 – Project Priority

*Please delete as appropriate*

a) Is this an Asset Management Plan (AMP) priority for suitability?	Yes / No
b) Is this an Asset Management Plan (AMP) priority for sufficiency or pupil places?	Yes / No
c) Is this an Asset Management Plan (AMP) priority for condition?	Yes / No
d) Is the project identified in your school's Building Development Plan (BDP)?	Yes / No

## SECTION 3 – Summary of Project

<b>Minor Project:</b> Value under £3,000. For example fitting new electrical sockets or decorating classroom.	<b>Major Project:</b> Value exceeds £3,000. For example construction project or major refurbishment.
Brief description of project (including planned duration of the construction works):	
<p><b>Note:</b> CDM2015 requires that the Client must provide notification to the Health &amp; Safety Executive if the construction work is expected to:</p> <ul style="list-style-type: none"> <li>a) last longer than 30 working days <b>and</b> have more than 20 workers simultaneously at any point; or</li> <li>b) exceed 500 person days.</li> </ul> <p>For further information on notification see <a href="http://www.hse.gov.uk/construction/cdm/faq/notification.htm">http://www.hse.gov.uk/construction/cdm/faq/notification.htm</a></p>	
Copy of Main Contractor's Public Liability Insurance Certificate supplied? (Minimum £5 million.)	Yes / No
Drawings of the proposed project/construction works attached?	Yes / No
Plan indicating location of project/construction works on your school's existing CAD Asset Management Plan attached?	Yes / No
Is listed building consent required? Provide copy of letter from Local Authority Building Control if it is required	Yes / No
Is planning permission required? Provide letter from Local Authority Planning Department, if it is required	Yes / No
If planning permission is required, who is applying for it?	
Is building regulations approval required? Provide letter from Local Authority Building Control if they are required.	Yes / No
If building regulations approval is required, who is applying for it?	
If approval is required, the person managing the project must get a certificate of completion or an occupation certificate from Building Control, before occupation can take place.	
Will the building fabric be affected by the works?	Yes / No
If yes – a 'Refurbishment & Demolition' Asbestos survey must be carried out by a UKAS accredited asbestos surveyor prior to commencing works. Please indicate asbestos surveyor you will be using.  The list of UKAS accredited surveyors is available at <a href="http://www.ukas.com/about-accreditation/accredited-bodies/inspection-body-schedules.asp#abestos">http://www.ukas.com/about-accreditation/accredited-bodies/inspection-body-schedules.asp#abestos</a>	Name of Asbestos Surveyor

# Appendix A – Request for Landlords Consent

<p>It is a Suffolk County Council requirement that <b>Licensed asbestos contractors only</b> are to be used for <b>ALL asbestos works</b> (notifiable or non-notifiable). Please indicate asbestos contractor you will be using.</p> <p>The list of licensed contractors is available at <a href="http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=7076">http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=7076</a>.</p>	Name of Asbestos Contractor
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## SECTION 4 – Funding

*Please ensure the funding section is filled in fully*

<b>Total Estimated Project Cost:</b>	£	<b>Funding Source</b>	<b>Amount</b>	<b>Finance Code</b>
Is a mutual loan required?	Yes / No	School Revenue:	£	
		DFC:	£	
		PTA:	£	
<i>State source of funding in blanks below</i>		Sponsorship -	£	
		Grant -	:	£
		Other -	:	£

If the funding stretches over more than a financial year what is the forecast of spend in each financial year?
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## SECTION 5 – Contractor Information

*Please delete as appropriate*

Contractor's Name and Address:	
Contractor's Telephone Number:	
Has compliance with SCC Procurement Regulations been checked? (See Note 7 of Section 7) link to procurement page	Yes / No

Proposed Start Date:		Proposed Completion Date:	
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## SECTION 6 – Standards Information

(If applicable, this should be cross referenced to the School's Asset Management Plan, Building Development Plan and/or School Improvement Plan and relevant extracts should be attached.)

How will the proposed project contribute to raising standards?

How will you evaluate the success of the project?

## SECTION 7 – Certification Check List

1. Where relevant, these proposals have been discussed with the Senior Infrastructure Officer for CYP to determine whether there are any implications for sufficiency, admissions and the school's budget, which may not be met through the LMS budget (and with the relevant Diocese for Aided Schools).
2. These proposals should be discussed with a competent professional to seek advice on best value, alternative options, planning permission, building control regulations and CDM regulations and any relevant specifications relating to the project e.g. are the correct standards being fulfilled?
3. If work involves ELECTRICAL and/or HEATING installations, GAS installations/equipment or ASBESTOS, the PRP must satisfy themselves that a suitably qualified contractor is engaged. SCC requires that **only licensed asbestos contractors** are to be used for **ALL asbestos works** (notifiable or non-notifiable). Please contact your Corporate Property Advisor for advice. All work must comply with the relevant Safety, Health and Welfare legislation and with the relevant requirements of the County Council's Health & Safety policies and procedures.
4. Any contractor entering the school premises **must** be shown the school's asbestos log and complete the site signing in log. They must confirm in writing before beginning works, that the proposed works will not disturb any asbestos material **before** commencing. The establishment shall be responsible for informing Property Management of any changes made to the Asbestos report. As well as relevant documentation including Waste Transfer Note and Clearance certificates. **THIS IS A LEGAL REQUIREMENT**
5. The school will inform Property Management of the commencement and completion of the project. The school are responsible for ensuring that the project meets any standards relating to education property.
6. Any voluntary helper must be provided with suitable and sufficient training. All necessary protective clothing and equipment must comply with relevant Health and Safety procedures. The Responsible Person must carry out a risk assessment for safeguarding and Health & Safety before using a voluntary helper including Disclosure and Barring Service checks
7. The County Council's full procurement regulations must be followed for all projects where the contract sum, for consultancy services or works is likely to be in excess of £10,000 (£5,000 for specialist schools). Best Value should also be proved below £10,000.
8. All contractors undertaking work must be asked to provide evidence that they hold public liability



## Appendix A – Request for Landlords Consent

insurance for a **minimum of £5m**. Consultants must have professional indemnity cover of £5m. Insurance cover. Evidence of both of these will need to be supplied to Property Management to ensure that the County Council is covered for damage which may arise from the works. On completion insurance cover for the building will be reviewed. Advice will be sought from Insurance Team as necessary.

9. The [Zurich Hot Works permit](#) documentation (or equivalent approved) will be used for all procedures for 'hot works' (e.g. work involving use of naked flame). SCC policy is that hot works are only used as a last resort where there are no Non-Hot Works alternatives.
10. Fire Risk Assessments, procedures & Water Hygiene plans must be updated as necessary to provide adequate safeguards for occupants during the construction period and following completion of the works.
11. A complete set of as-built drawings (in electronic CAD DWG and PDF formats), as-built records, Mechanical & Electrical testing certificates and updated asset lists for equipment must be passed to the Corporate Property Advisor to ensure records are maintained within six weeks of project completion.
12. Electronic copies of **all asbestos records** must be forwarded to the Corporate Property Advisor asap, including:
  - a) Asbestos removal certificates / waste transfer consignment notes;
  - b) Air clearance (airborne fibre sampling) / re-occupation certificates;
  - c) Any asbestos survey reports or sample testing undertaken; and
  - d) A marked-up copy of the survey drawing clearly showing what asbestos has been removed as part of the project and what remains.
13. Work will not commence until written approval has been received from the Senior Infrastructure Officer (or Diocese for Aided Schools).
14. An Environmental check will be carried out for this project, including Ecology interpretation if applicable.

**Have questions 1-14 been fully completed** [  ] Tick as appropriate

I certify that the proposed project complies with all of the above and has the approval of the Governing Body.

**Headteacher's signature:**

**Date:**

*For email only:* I confirm that this has the Head teacher's approval

Yes / No

Date:

- Please email a copy of this form at least **six weeks** before the proposed start date to the email address below.

Send the form(s) by email to [landlordsconsent@suffolk.gov.uk](mailto:landlordsconsent@suffolk.gov.uk)

### Risk & Quality Team

Tel: 01473 264292

Suffolk County Council, 8 Russell Road, Ipswich, IP1 2BX

# Appendix A – Request for Landlords Consent

Your application will be considered by the Risk & Quality Team, Senior Infrastructure Officer and Corporate Property Advisor. You will be contacted should the project require any further information. The project should **not commence** until it approval has been given.

Notification of approval will be emailed to schools by the Property Locality Office.

## For Office Use Only

Approved by SIO:	Date:
Approved by Property Management	Date:
School notified of outcome:	Date:
Monitoring check completed by:	Date:

**Disclaimer: This consent to proceed is only valid for the information shown at the date on the form submitted. Any changes to materials, dimensions, contractors or work practices need to be notified to Property Management immediately when known.**

## Appendix B – Making Changes to your Building checklist

The following list highlights some issues to consider when planning a construction project, however this is not exhaustive and consideration of further issues may be necessary.

Issues to consider when Making Changes to your Building:	Yes/No
Have you discussed proposals with your Corporate Property Advisor?	
Have you discussed proposals with your CYP Schools Infrastructure Team?	
Have you appointed a competent design team?	
Have you appointed a competent contractor?	
Are you aware of your responsibilities as a Client under the Construction (Design & Management) Regulations 2015? Have you made the necessary appointments? Do the works require notification?	
Have you ensured that suitable welfare facilities will be available for the project?	
Have you applied for Building Regulations approval?	
Have you determined whether you need planning permission and made the relevant application if necessary?	
Do you require listed building consent for the proposed works?	
Are there special planning considerations such as being within a conservation area?	
Have you prepared a cost breakdown estimate to check affordability, which includes all costs associated with the project e.g. construction work, professional fees, statutory approvals, fit-out, etc.?	
Have you checked land ownership?	
Have you considered any effect or interaction of the works with the public highway network?	
Have you considered potential need for archaeological surveys to support the construction of any new building/extension?	
Have you checked utility service connections and any amendments required?	
Have you considered drainage and potential need for a flood risk assessment for the project?	
Have you considered the potential need for a ground investigation to determine foundation requirements for any proposed building/extension?	
Have you sought the advice of a structural engineer for any proposed building/extension?	
Have you checked asbestos management requirements including R&D survey and asbestos removal requirements?	
Have you considered Equality, Inclusion and Accessibility issues for the design of the works?	
Have you considered acoustic requirements for the proposed building/extension?	
Have you considered sustainability and energy conversation requirements to comply with SCC Greenest County policy?	
Have you requested an EnCheck Interpretation Report and ecology advice for the works from the Ecology Team?	
Have you updated your Fire Risk Assessment and considered whether the fire escapes/assembly points need to be reviewed?	
Have you considered the effect of the works on any trees? Have you sought the advice of an arboriculturalist? Will the works affect any Tree preservation Orders?	
Will the works affect any protected species e.g. bats in roof spaces, reptiles, etc.?	