**LANDLORD CONSENT FORM**

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| Information:Before completing this form you must discuss your project with your **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 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 or send to: Property Management, Risk & Quality Team, Beacon House, Landmark Business Park, White House Road, Ipswich, IP1 5PB**All sections must be fully completed** |
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| **SECTION 1 – Basic Information** |
| School name: |       | LA School No: |       |
| School address: |       |
| Contact person: |       | Position held: |       |
| Email address: |       | Tel. No: |       |
| Property Advisor: |       |
| **Who Will Manage the Project?** (please specify) |       |
| **CDM2015 appointment contact details:**\* = Note that a Principal Designer and Principal Contractor required where there is more than one contractor |
| **Principal Designer / Designer\* (delete as appropriate):** |       |
| **Principal Contractor / Contractor\* (delete as appropriate):** |       |
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| **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 |  |
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| **SECTION 3 – Summary of Project** |
| **Minor Project:** Value under £3,000. For example fitting new electrical sockets or decorating classroom. | **Major Project**: Value exceeds £3,000. For example construction project or major refurbishment. |
| Brief description of project (including planned duration of the construction works): |
|       |
| **Note:** CDM2015 requires that the Client must provide notification to the Health & Safety Executive if the construction work is expected to:1. last longer than 30 working days **and** have more than 20 workers simultaneously at any point; or
2. exceed 500 person days.

For further information on notification see <http://www.hse.gov.uk/construction/cdm/faq/notification.htm> |
| 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 <http://www.ukas.com/about-accreditation/accredited-bodies/inspection-body-schedules.asp#abestos> |      Name of Asbestos Surveyor |
| It is a Suffolk County Council requirement that **Licensed asbestos contractors only** are to be used for **ALL asbestos works** (notifiable or non-notifiable). Please indicate asbestos contractor you will be using.The list of licensed contractors is available at <http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectId=7076>. |      Name of Asbestos Contractor |
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| **SECTION 4 – Funding *Please ensure the funding section is filled in fully*** |
| Total Estimated Project Cost: | £       |  | **Funding Source** | Amount | Finance Code |
| Is a mutual loan required? | Yes / No | School Revenue: | £       |       |
| DFC: | £       |       |
| *State source of funding in blanks below* | PTA: | £       |       |
| Sponsorship -       : | £       |       |
| Grant -       : | £       |       |
| Other -       : | £       |       |
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| 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: |       |
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| Has compliance with SCC Procurement Regulations been checked? (See Note 7 of Section 7) link to procurement page | Yes / No |
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| 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).
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| 1. 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?
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| 1. 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.
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| 1. 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 inc Waste Transfer Note and Clearance certificates. **THIS IS A LEGAL REQUIREMENT**
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| 1. 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.
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| 1. 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
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| 1. 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.
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| 1. All contractors undertaking work must be asked to provide evidence that they hold public liability 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.
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| 1. The [Zurich Hot Works permit](http://colin.suffolkcc.gov.uk/NR/rdonlyres/1E978E20-0D34-4B4E-8803-739902626C6B/0/DMQMProjectsWF1771HotWorkPermittoprintanduse.pdf) 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.
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| 1. 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.
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| 1. 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.
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| 1. Electronic copies of **all asbestos records** must be forwarded to the Corporate Property Advisor asap, including:
	1. Asbestos removal certificates / waste transfer consignment notes;
	2. Air clearance (airborne fibre sampling) / re-occupation certificates;
	3. Any asbestos survey reports or sample testing undertaken; and
	4. A marked-up copy of the survey drawing clearly showing what asbestos has been removed as part of the project and what remains.
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| 1. Work will not commence until written approval has been received from the Senior Infrastructure Officer (or Diocese for Aided Schools).
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| 1. An Environmental check will be carried out for this project, including Ecology interpretation if applicable.
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|  **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. |
| **Head-teacher’s signature:**       | **Date:** |       |
| *For email only:* I confirm that this has the Head teacher’s approval | Yes / No | Date: |       |

Send the form(s) to **Risk & Quality Team** by email to landlordsconsent@suffolk.gov.uk, at least **six weeks** before the proposed start date.

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| **Risk & Quality Team**Tel: 01473 264 298Beacon House, Landmark Business Park, White House Road, Ipswich, IP1 5PB |

Your application will be considered by the Risk & Quality Team, Senior Infrastructure Officer and your 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.

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| **For Office Use Only** |
| Approved by SIO:       | Date: |       |
| Approved by Property Management:       | Date: |       |
| School notified of outcome:       | Date: |       |
| Monitoring check completed by:       | Date: |       |

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| 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.  |