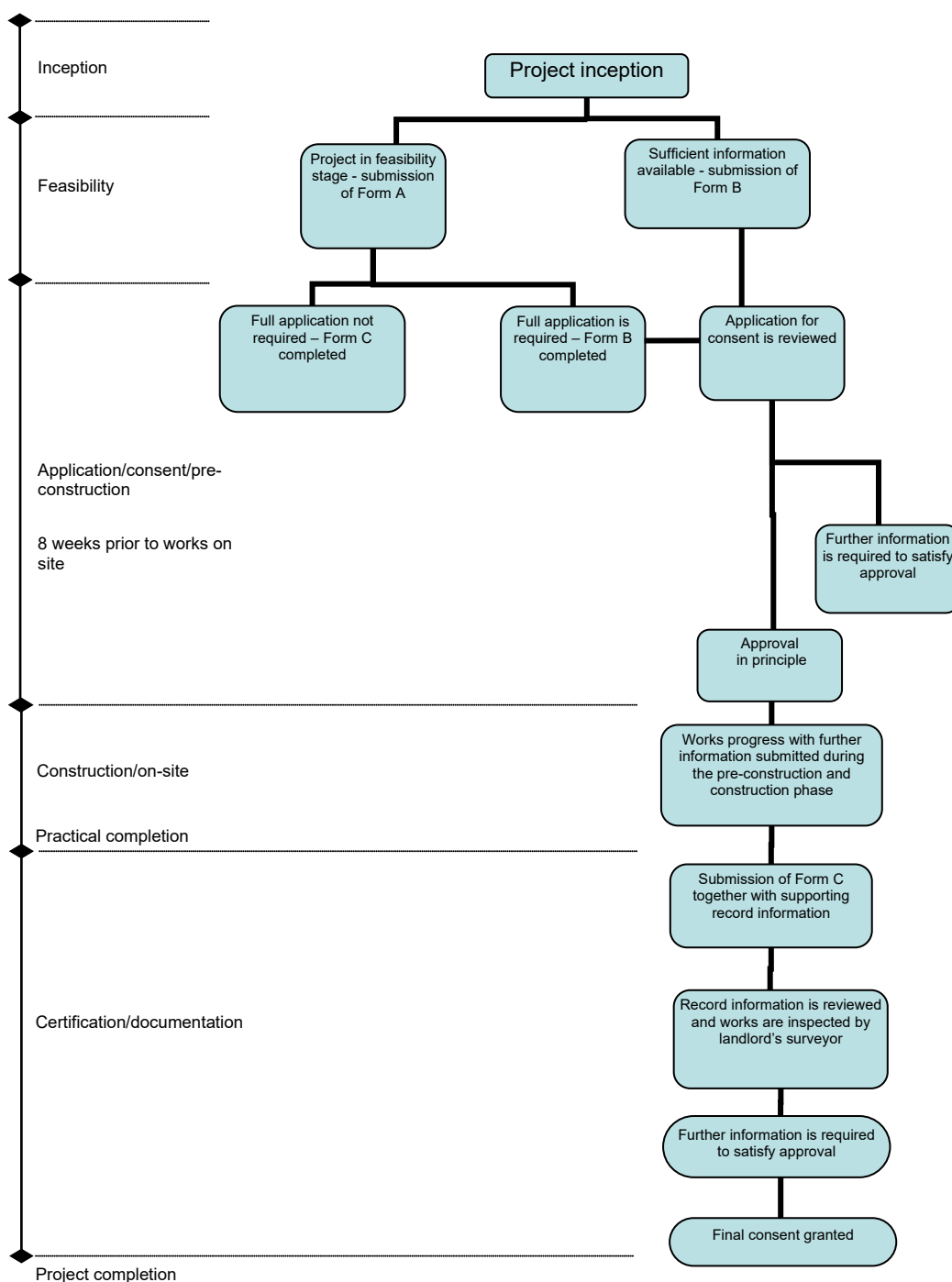


## Schools Managed (Construction) Projects Landlord's Consent Form Guidance

### School Advice Note

1. The Schools Managed Project (SMP) application procedure ensures that work undertaken by schools is carried out in line with statutory and legislative compliance, as well as the policies, procedures, Standing Orders and strategic direction of the Local Authority (SCC). It also enables the Property Division to both review the proposals and provide feedback to you or your appointed professional consultant(s).
2. Regardless of subscription to the 'Service Level Agreement', every maintained nursery, community, community special and voluntary controlled school must obtain SCC landlord permission for any building, engineering or alteration works to the property (buildings and grounds). Trust schools are also requested to participate in the process so all records can be kept up-to-date and school statutory compliance checked. All construction works must be approved by the Property Division.
3. All schools are entitled to the advice and assistance of either Children and Families (C&F) Infrastructure & Strategy Division or Property Division in the preparation of the SMP forms. C&F will provide funding advice. Technical advice will be provided by the Property Division. Where the Property Division are involved with the preparation of the specifications and drawings this service will be chargeable.
4. While C&F may be aware that schools are considering carrying out works, [Form A](#) should still be completed. This provides C&F with initial details of any proposed project/works.
5. Assistance may have been given in preparing schemes and providing advice. This does not constitute giving full approval which can only be obtained by going through the correct and formal SMP procedure by completing [Form B](#).
6. A completed [Form B](#), together with a full set of current proposals and information, is required to be submitted no later than 8 weeks prior to the intended work's start date. Failure to provide these details will delay the application and possibly restart the process of approval. If works have not commenced within 6 months after consent, the process must be repeated.
7. Consultation with C&F will take place during the application process and enables relevant actions, such as ensuring that a new building or extension is added to the insurance register. Also, many engineering works, such as lift or hoist installations, require notification to SCC's Insurers. [Form C](#) will be completed at Completion Stage to ensure that all 'as-built' information is provided to update the necessary registers, as this may affect Asset Management plans going forward.

8. SMP information enables Capital and Asset Records to maintain an up-to-date Asbestos Register. The register exists for all SCC buildings, including schools. The SMP procedure helps to ensure that testing by carrying out a Refurbishment and Demolition survey is undertaken when there is a risk of asbestos fibres being released as a result of building maintenance or alteration works.
9. Other information gained from SMP applications enables the schools Computer Aided Design (CAD) plans, Asset Management Plan data, Building Manuals, Engineering Asset Register and other Health & Safety files, to be maintained with up-to-date 'as-built' information, and thus provide accurate information when a school requires this at a later date.
10. Please use the Flow Chart below to guide you through the SMP process. Complete the SMP form(s) online or return via the contacts at the top of the form(s).



11. An explanation of when and where Landlord's Consent applies.

11.1 Landlord's Consent will not be required where there is a 'like for like' repair, i.e. day-to-day repair and maintenance. However, if as part of the repair there is an enhancement or upgrade of the building element Landlord's Consent will be required. Please see specific examples below. These are not exhaustive, so please contact the Property Division for further advice if you are unsure.

**No consent needed**

- 11.1.1 **Example 1:** Repainting a classroom, corridor etc. will not require Landlord's Consent.
- 11.1.2 **Example 2:** Replacing floor coverings to a classroom will not require Landlord's Consent.
- 11.1.3 **Example 3:** Repairing and redecorating single glazed timber casement windows will not require Landlord's Consent. However, see Example 8.
- 11.1.4 **Example 4:** Changing a tap washer or the type of tap will not require Landlord's Consent.
- 11.1.5 **Example 5:** Repairing a broken window will not require Landlord's Consent.
- 11.1.6 **Example 6:** Roofing repairs will not require Landlord's Consent. However, see Example 11.

**Consent needed** (including any works which affect the electrical or mechanical infrastructure i.e. installation of a socket)

- 11.1.7 **Example 8:** If windows are upgraded to UPVC double glazed windows, Landlord's Consent will be required. These changes are likely to have an impact on such items as Planning, Building Control, Carbon Reduction Commitment and Asbestos.
- 11.1.8 **Example 9:** Installing additional Air Conditioning will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Carbon Reduction Commitment, Structural implications and Asbestos.
- 11.1.9 **Example 10:** Altering the internal configuration of two classrooms to form one will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Structural implications, Asbestos, Electrical and Mechanical systems, Fire Risk Assessment, Accessibility Plan and School Places.
- 11.1.10 **Example 11:** roof covering replacement will require Landlord's Consent. These additions are likely to have an impact on such items as Building Control, Structural Implications, Asbestos and Carbon Reduction Commitment.
- 11.1.11 **Example 12:** Installation of perimeter fencing to the boundary of a school site will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Accessibility Plan and Emergency Access.
- 11.1.12 **Example 13:** Replacement of classroom lighting will require

- Landlord's Consent. These additions are likely to have an impact on such items as Building Control and Carbon Reduction Commitment.
- 11.1.13 **Example 14:** Installation of a mezzanine floor to create additional floor space will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Structural Implications, Asbestos, Electrical and Mechanical systems, Fire Risk Assessment, Accessibility Plan and School Places.
- 11.1.14 **Example 15:** Installation of an external canopy will require Landlord's Consent. These additions are likely to have an impact on such items as Planning, Building Control, Structural implications, Asbestos, Electrical and Mechanical systems and Drainage.
- 11.1.15 **Example 16:** Alterations to hard landscaping will require Landlord's Consent. These additions are likely to have an impact on such items as Building Control, Drainage, Emergency Access and Accessibility Plan.

### Where all works are prohibited

- 11.1.16 Please note that it is strictly prohibited to undertake any works to a building where it is within the Rectification Period, i.e. within 1 year of Practical Completion of a (school) building project.

### Links to Landlords Consent Forms

- 11.1.17 [Form A: Initial Enquiry](#)
- 11.1.18 [Form B: Application](#)
- 11.1.19 [Form C: Completion](#)