

# Early Years and Childcare Capital Funding Freeholder Consent Form Guidance

**This guidance is to support applicants to complete the Freeholder Consent form as a part of the Early Years and Childcare Capital Funding application process.**

It is important to evidence that the Freeholder of the premises consents to the capital works being applied for. The consent form is intended to be used to identify, to ECC EYCC, who the freeholder of the premises or land is. A letter from the Freeholder is required to accompany the form, to confirm that they understand and consent to the capital building works, should the application be successful.

It is important that the Freeholder Consent form and this guidance is shared with the Freeholder.

For a **Community Purpose Building**, such as a Village Hall, the Freeholder would usually be a Community Association or a Parish Council. It is important to identify who has the authority to give consent on behalf of that organisation.

If the premises or land is or will be **leased from a private landlord**, then the Freeholder is the person or persons named on Land Registry documents. Each person named on the Land registry documents will be required to give their consent.

If the childcare business is run on **domestic premises**, then the Freeholder is the person or persons named on Land Registry documents. Each person named on the Land registry documents will be required to give their consent.

If the premises are or will be on a **School Site**, the school will need to confirm the Governance structure. Once this is established, you need to identify who is eligible to give Freeholder consent. Examples of likely freeholders are:

- Maintained School – Essex County Council
- Voluntary controlled School - the Diocese
- Academy - the Academy Trust
- Foundation school - the Governors

If the applicant or the school is uncertain as to who the Freeholder is, the Mitie Helpdesk can provide this information.

For premises on a school site where ECC is the freeholder, the school will need to complete the 'Request for ECC Landlord Consent' form and submit it with the application, unless instructed otherwise.

For any queries with regards to Freeholder consent, in the first instance, email [EY.CapitalGrants@essex.gov.uk](mailto:EY.CapitalGrants@essex.gov.uk) where it will be passed to the relevant team to be answered.