LLC1 July 2021

ESSEX COUNTY COUNCIL

STAGE 1 LANDLORD CONSENT PROCESS

PROJECT CONCEPT STAGE

FOR SCHOOLS AND ACADEMIES

Notes:

# Please refer to the **Checklist for School Building Projects** prior to completing this Form.

1. Please ensure this form is completed and signed by the Headteacher/Principal.
2. Please complete all sections
3. Please allow a minimum of two months for the landlord consent process, longer will be required for complex schemes or periods of peak demand
4. Please submit a scanned signed copy of the completed form in .pdf via email to [infrastructure.delivery@essex.gov.uk](mailto:infrastructure.delivery@essex.gov.uk)
5. \* Please delete as appropriate

# Where Essex County Council is the Landlord, the Stage 1 Landlord Consent (LLC1) form is required to ensure that the Landlord has a strategic overview of the proposed building works at a very early stage in the planned project.

# If approval is granted **in principle** at Stage 1, the School should continue to utilise the **Checklist for School Building Projects** along with the list of required information set out in the LLC2 Stage 2 Required Documentation Checklist to progress their projects to the next stage.

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| SCHOOL: .......................................................................................................................................  ADDRESS: ..................................................................................................................................... ......................................................................................................................................................... |
| Department for Education  School No: ....................  Cost Code: …………….  FINANCIAL STATUS:  Community\*/Voluntary Controlled\*/Foundation\* |
| Name of Project  ……………………………………………………………………………………………………………… |
| Date of LLC1 Application  ………………………………………………………………………………………………………………. |
| Project Description:  Please provide details of the scope of the Project. |
| Applicant Contact for Project queries |
| Please confirm details of who will act as the school’s main contact throughout the project. |
| Name: |
| Position: |
| Telephone no |
| Email address: |
| Name of appointed Property Consultant |
| Name: |
| Position: |
| Telephone no |
| Email address: |
| Please also submit any annotated Site plan/sketch plan which shows the location of proposed works  Details provided YES\*/NO\* |
| Quotes:  Please provide scanned pdf copies of your chosen quotes for the Project.  Quotes provided YES\*/NO\* |
| Photos:  Please provide photos of the proposed project area  Photos provided YES\*/NO\* |
| Age of the Building:  In the area the proposed project is to take place in, please state the Buildings’ age. |
| Approximate value of work  £ |
| Source of Funding – DFC YES/NO\* |
| Approximate duration of the work on site in weeks |
| Planning  Is Planning Approval Required? YES\*/NO\*  Has Planning Approval been achieved? YES\*/NO\* |
| Will the Project affect net capacity? YES\*/NO\*  Should your Project affect the school’s capacity, (i.e. provision of new teaching accommodation and/or the conversion of teaching accommodation to non-teaching, or vice-versa) the proposed works/project should be agreed with the relevant School Organisation Officer prior to the submission of this form.  Has the School Organisation Officer been consulted? YES\*/NO\*  School Organisation Officer  Name: …………………………………………………. |
| Does the Project relate to the Asset Management Plan or Site Development Plan?.  YES\*/NO\*  Please attach relevant extract and highlight relevant Sections |
| Declaration - to be completed by Head of Establishment *(e.g. Head Teacher/ Principal)* |
| I have read the Checklist for School Building Projects and have taken and/or will take note of its contents in relation to this project. Please ticko |
| I certify that the above information has been supplied by myself and is correct to the best of my knowledge. Please ticko |
| I understand that Landlord Consent does not constitute technical approval of the project and should not be used for this purpose. Any technical review of the proposal by ECC is purely for the purposes of landlord approval and suitable technical expertise must be employed directly by the applicant to ensure all standards are achieved. Please ticko |
| I understand that approval of this Stage 1 application does not constitute approval to proceed with the works, unless the Landlord confirms in writing that LLC2 Stage 2 Approval is not required. Please ticko |
| If LLC2 Stage 2 Approval is NOT required:  I confirm that all necessary consents have been obtained and that the proposed works comply with all relevant Statutory Consents, Legislation, Regulations and requirements. Please ticko \* |
| If LLC 2 Stage 2 Approval is required:  I confirm that no works will commence on site until such time as Stage 2 approval is granted. Please tick o \* |
| Name: |
| Signed: |
| Position: |
| Date: |
| Please submit a scanned signed copy of the completed form in .pdf via email to [infrastructure.delivery@essex.gov.uk](mailto:infrastructure.delivery@essex.gov.uk) |