



# School Premises Management Handbook

## 5. When council permission is required

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

**Haringey**  
LONDON

## When council permission is required

### For Community and Voluntary Controlled Schools

Community and Voluntary Controlled Schools need prior written approval from the council if proposed work involves one or more of the following:

1. Any structural implications for load bearing walls or the roof
2. Addition/removal of any means or entrance to or exit from a building
3. Requirement for planning permission
4. Requirement for Building Regulations approval
5. Disturbance or removal of asbestos
6. Changes of use of room(s) into or out of being teaching rooms
7. Any changes to fire compartmentation or impact upon fire strategy
8. The works value is greater than £25k (primary) or £50k (secondary or all-through)

Schools should apply for consent while the project's objectives are being developed. Consent must be obtained prior to applying for planning permission and prior to entering into contracts with contractors.

#### How to apply for consent from the council

To apply for consent from the council, please send an email to the link below and provide a brief description of what your query is about:



[capital@haringey.gov.uk](mailto:capital@haringey.gov.uk)

The council will consider the consent application. The council will contact you if it has any queries or requires any further information before it is able to make a decision. Decisions will be notified to you in writing

(by email), including any conditions the council acting reasonably imposes.

This is the process for receiving the consent of the council as the landowner. It is separate from any other applications the school may need to make to the council in relation to the project, such as planning permission or building regulations. It is the responsibility of the school to ensure it submits the correct applications at the right time and adheres to any conditions attached to approval of those applications.

If a school undertakes a project without obtaining prior written consent, the costs of any compliance or rectification works required by the council would be fully met by the school.

### For Academy Schools where the council is the landlord

Academy Schools where the council is the landlord (and the school occupies the site under a 125 year lease) are required to receive written consent from the council as landlord prior to commencing works for projects which involve one or more of the following (as set out in clause 3.5.2 of the DfE template lease):

1. Erecting new building(s) or structures, including extensions to existing buildings
2. Structural alterations additions or variations to any structure
3. External alterations additions or variations to any structure

Academy Schools are strongly encouraged to seek consent in advance while the project is being developed to reduce the risk of abortive/extra costs if consent is reasonably delayed or withheld in accordance with the lease. The DfE template lease requires the Academy School to "consult with the Landlord on the proposed erection alteration addition or variation and shall take into account any representations that the Landlord



may reasonably make ... [and] make any necessary variations or alterations to the plans and specifications in accordance with the reasonable representations of the Landlord" (clauses 3.5.3(a) and 3.5.3(b) of the DfE template lease).

### How to apply for consent from the council

To apply for consent from the council, send an email to the link below and provide a brief description of what your query is regarding, together with any necessary attachments in accordance with the lease requirements (clause 3.5.3(a) of the DfE template lease), such as adequate plans and specifications describing the proposed change:

 [capital@haringey.gov.uk](mailto:capital@haringey.gov.uk)

This is the process for applying for landlord consent in accordance with the lease. It is separate from any other applications the Academy School may need to make to the council, such as planning permission or building regulations. It is the responsibility of the Academy School to ensure it submits the correct applications at the right time.


If a school undertakes a project without obtaining prior written consent, the costs of any legal, compliance or rectification works required by the council would be fully met by the school.

**Prior to any permission being sought, it is important to reference the DfE guidelines for the upper and lower measurements of space and facilities for schools.**

**If any project seeks to develop existing buildings or construct new, that go above and beyond those parameters given, the DfE and or council may reject the request for funding or permission, respectively.**

**Any school that undertakes works without first gaining permission from both bodies may also be required to cease those works and make safe or remove the structures.**

**The DfE guidelines and existing space calculator can be found here:**

 [www.gov.uk/government/publications/mainstream-schools-schedule-of-accommodation-tools](https://www.gov.uk/government/publications/mainstream-schools-schedule-of-accommodation-tools)



# Additional Resources

## Traded Services for Schools



[www.tradedservices.haringey.gov.uk/contacts](http://www.tradedservices.haringey.gov.uk/contacts)

## Haringey Governors Online

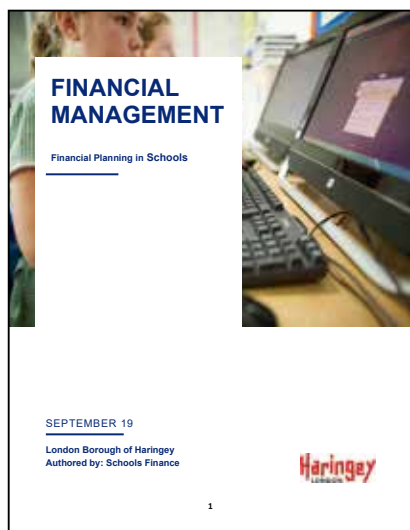


[www.governors.haringey.gov.uk](http://www.governors.haringey.gov.uk)

## School Financial Procedure Manual

This Manual contains operational guidance for schools' finance and related subjects.

Visit the school finance pages and download your copy at [www.haringey.gov.uk](http://www.haringey.gov.uk)



## Get in touch

### Corporate Landlord

Haringey Council  
Housing, Regeneration & Planning  
River Park House  
225 High Road  
London N22 8HQ



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

### Schools Finance team

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London N22 8HQ



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If you would like this publication in a different format, such as large print, please write to us at: Corporate Landlord, Housing, Regeneration and Planning, Haringey Council, River Park House, London N22 8HQ.

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Every effort has been made to ensure the accuracy of the content of this Handbook at time of publication.