Landlord Consent Application Form

Landlord Consent is required for any change of use of the premises or any works that affect the structure of the building, main building elements, its appearance, value or functionality that are proposed by occupiers of Council owned land or buildings. For occupiers who hold their premises under lease from the Council the need for landlord’s consent for various matters will be outlined within the lease.

This will include but is not limited to

* Sub-leasing or underletting parts of your building for other uses or to different organisations e.g. coffee shop, youth club
* Assignment of the lease to another tenant
* All works that may disturb the fabric of the building and services connected to it (building structure e.g. walls, ceilings, floors and services such as electric, gas, water and safety systems).
* Alterations and additions to internal and external walls and ceilings including removals, insertions and extensions
* Refurbishments – Any work that goes beyond routine repair and maintenance e.g. kitchen and bathroom refits, re-wires, window and door replacements, roof and roofline works, heating systems
* Demolition works
* Building of a new structure including multi-use games areas (MUGA)
* Inserting new fences (external) or applying a new type of surface to existing surfaces (external)

Landlord consent is required to ensure all works fulfil NCC standards and follow health and safety regulations. Please complete and return the form with all requested information to: [landlords.consent@nottscc.gov.uk](mailto:landlords.consent@nottscc.gov.uk)

Please be aware that Landlords Consent applications will take a minimum of 2 weeks to process. Works should not proceed until consent has been given. Requester is the person requesting the Landlord Consent and is ideally the site Nominated Property Officer (NPO).

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| **Site Details** | | | |
| **School/Property** |  | ***UPRN:*** |  |
| **Block** |  | **Room Number/s** | N/A |
| **Requester / Applicant** |  | | |
|  |  | | |
| **Email Address** |  | | |
| **Description of Works or Activity Requiring Landlord’s Consent** |  | | |
| **Stage One – Pre-Approval**  Stage One aims to assess if there are any fundamental reasons why the activity that the tenant/occupier is seeking consent for should not go ahead. This will include known development or change of use plans by the landlord. | | | |
| **Date Form Completed (NPO)** |  | | |

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| **Stage Two – Landlord Consent**  Stage Two aims to assess if the requester has considered all aspects of the proposed project including Health and Safety, required authorisations and use of competent persons/organisations to complete the works. | |
| **Date Form Completed (NPO)** |  |
| **Date Pre-Approval Granted by NCC** |  |
| **Planned Start Date of Activity** |  |
| **Planned Completion Date of Activity** |  |

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| **Please ensure the following supporting information is included with the application where relevant:** | | |
| **Item** | **Included/Not Applicable (NA)** | **Comments** |
| Details of changes of lease arrangements e.g. sub-lease, assignment to another tenant |  |  |
| As CDM client for the project, have you made suitable arrangements for managing the project in accordance with the CDM regulations as defined of CDM Client Management Arrangements Checklist (attached for guidance and completion). Please submit with relevant supporting information |  |  |
| Local authority planning permission |  |  |
| Listed/heritage building advice for proposed works |  |  |
| Building regulations approval |  |  |
| Asbestos Management Survey for building |  |  |
| Asbestos Refurbishment Survey to cover proposed works |  |  |
| Asbestos removal/works specification |  |  |
| Evidence that fire safety has been considered throughout and following works e.g. breach of fire breaks and compartmentation by proposed works |  |  |
| Evidence that electrical load of the site has been considered including the main incoming supply |  |  |
| Evidence that legionella prevention has been considered throughout and following works e.g. dead legs in the water system |  |  |
| Structural report if works may affect the integrity of the building e.g. ensuring new and existing structures will be adequately supported |  |  |
| Evidence that water drainage, surface water and flood risk for the proposed works has been considered e.g. do the proposed works allow for adequate water drainage? |  |  |
| Evidence to demonstrate the process of groundworks (underground services) e.g. measures taken to assess underground services |  |  |
| Accessibility assessments for all current and potential users |  |  |
| Photographs of proposed work areas if these will support the application |  |  |
| Insurance certificates for proposed contractors: 1. Public Liability Insurance (min £5 million of cover) 2. Employer’s Liability Insurance (min £5 million cover) 3. All risks insurance - Works Liability Cover (min 1.5 times the value of the building) 4. 10-year structural warranty - latent defects liability (only for major structural works) |  |  |

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| **Site Plans -** **Please attach a site plan showing proposed works (including cables, pipes and underground services where applicable). The plan should accurately reflect the current site layout with details of proposed changes. Please provide the most recent plans available which may be different from those held on NCC systems. Please submit existing and proposed plans if the works will significantly change the layout of the building.**  **Please be aware that failure to provide a detailed site plan will result in the application not being accepted.** |

The landlord may inspect site during and after works to ensure the agreed standard has been achieved. If any imminent risk to life issues are identified these may be rectified by a representative of the landlord and charged to the requester.

**Declaration**

I am fully aware of my duties as CDM Client for this project and have made suitable arrangements for managing the project as detailed on the CDM Client Management Arrangements Checklist (SR105) attached and will record the contractor’s induction on the Contractor Site Induction Form (SR77).

I am fully aware of health and safety information pertaining to this site and I understand the content.

I confirm that I have fully considered all risks associated with the proposed works and will only use contractors with the required level of competency and insurance to complete all aspects of the work.

I have reviewed the risk assessments and proposed method statements and believe them to provide a safe and healthy way of working. I will ensure the site is left safe and secure.

I understand that any costs incurred in gaining Landlord Consent e.g. legal, surveyor or principal designer expenses are my responsibility and will not be chargeable to Nottinghamshire County Council even if consent is rejected.

Requester/Applicant as CDM Client Duty Holder for project to complete:

Print Name: Signature: Date:

Title: Organisation: