# PROJECT CONSENT FORM

If your project is undertaking physical improvement in an indoor or outdoor space this form is **MANDATORY** and needs to be completed.

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| **HOW TO COMPLETE THIS FORM*** If any aspect of your project **involves undertaking physical improvement in an indoor or outdoor space,** the LANDOWNER / LEASEHOLDER needs to complete **Section 1** (see the end of section 1 for projects taking place on multiple sites).

 * The PROJECT MANAGER needs to sign section 2.
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**SECTION 1 - LANDOWNER / LEASEHOLDER CONSENT**

**Note for SCHOOLS**

If you are a school and you lease the land from the Local Authority, the school can complete and sign this form. Please note, the signatory needs to be the **Head or Deputy Head of the School**.

**Notes for LEASEHOLDERS**

If you lease land and have a lease agreement approved that exceeds three years, **your group** can sign this form.

By ticking the below box and providing your contact details, you give your consent for the project to go ahead.

I amtheLandowner [ ]  the Leaseholder [ ]

(for the location of the project)(Leaseholders need to have a

lease agreement of at least 3

years or more)

**Contact Details:**

|  |  |
| --- | --- |
| Title (Mr, Mrs, Ms etc) |  |
| Full Name |  |
| Contact Address  |  |
| Postcode |  |
| Contact Number | Mobile |  |
| Landline |  |
| Email |  |

**Multiple Sites (where applicable):**

[ ]  This project takes place on more than one site.\*

\*Please provide additional Landowner / Leaseholder details for **all** sites in the ‘Additional Information’ box at the end of this form. Include; the Landowner / Leaseholder’s Full Name(s), Contact Address(es), Contact Number(s) and email address(es). You will also need to ensure that each Landowner has been consulted on points 1 and 2 of Section 2.

**SECTION 2 - THE PROJECT MANAGER NEEDS TO COMPLETE THIS SECTION ONLY**

|  |  |
| --- | --- |
| Project Name |  |
| Organisation Name |  |
| Position in Organisation  |  |

All four boxes must be ticked.

1. [ ]  I confirm that the Landowner / Leaseholder has read the project proposals and is happy with them.
2. [ ]  I confirm that I have considered whether any permissions are required (eg. Planning Permission, project permissions (e.g trips), Environmental Agency, English Heritage) and will adhere to any conditions attached.
3. [ ]  I confirm that any required insurances (eg. public, employer liability) are in place for the project to go ahead.
4. [ ]  I confirm that any relevant legislation (eg. Health and Safety, Equal Opportunities, Child Protection) will be adhered to.

|  |  |
| --- | --- |
| Signed(this can be typed in) |  |
| Print Name |  |
| Date |  |

Additional Information (If there is anything else you wish us to be aware of please note it below. If applicable, also provide additional Landowner / Leaseholder details):-

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| --- |
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