

School emails completed form to schoolbuildingchanges@hertfordshire.gov.uk with outline plan for works

Schools provide details as to the proposed changes, any relevant drawings and any work towards gaining planning permission.

School Building Changes Notifications and Approval Process
'Landowner's Approval'

The key steps required to gaining Landowner's Approval in a simple process map

HCC reviews documentation provided from the Community School on Planning Permission from District/ Borough Council, assesses whether the work will be conducted by competent suppliers, has relevant insurance documents etc.

HCC Property assesses the proposed works against the current strategy for the school (i.e. school expansions, whether the proposed works affects playing field compliance)

HCC Property assesses the proposed works for any effect upon the structural fabric of the school and the relevant evidence provided

Decision given to school whether Building change approved 'Landowner's Approval' is given or not.

Once works have taken place, School must send 'As Built' plans to be held as a record in the County Terrier.

School sends Asbestos Works & removals documentation, Guarantees and Warranties to be held by Building Management

Indicative timeline ~ 2 weeks