# Diocese of Lancaster

**Application form for a school to request Diocesan Trustee consideration:**

a. To alter any building or land feature, particularly if close to, or on, boundaries and access areas. (Alteration works which do not affect land and property value are often of little or no concern to Trustees, to avoid abortive work advice should be sought from the Schools Surveyor or Property Office to determine if an application is necessary.)

b. To carry out a change of use of any building, part of a building or land.

c. To request approval for any proposal to sell or lease any part of the property.

|  |  |
| --- | --- |
| **School**  | **Is it Listed**? |
| **Brief details of the project saying why the work is needed and indicating any work which may be urgent.**  |

**Nominated Architect/Surveyor/Solicitor (if not BSG)** ………………………........

**Estimated cost including VAT and fees: £**……………………..…

**Does the proposal require planning consent:** YES/NO

## Source of available funds: ……………………………………… Amount of available funds: ………........

|  |
| --- |
| Further information in support of this project, eg lease, terms and conditions. |

**Please note that by signing this application you agree that the school will meet all trustee legal costs arising out of any transaction for which approval is sought.**

**Signed**…………………………………………… (Chair of Governors) **Date** ………………....

**Signed** …………………………………………… (Parish Priest(s)) **Date** ………………....

**Contact Details:** Secretary to Property Committee

 Secretary to School Buildings Committee.

 The Pastoral Centre, Balmoral Road, Lancaster, LA1 3BT