**Information needed by the DES for a licence**

Use this guidance and the attached licence only:-

* where the occupier will use part of the school site regularly
* where the school regularly uses the same part of the school site

**PLEASE DO NOT** use this guidance and the attached draft if there is any area which the occupier uses all the time and which nobody else uses, . If that is the case, contact Toni Guest/Clare O’Brien

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| **INFORMATION** |
| Name and address of occupier  *Please establish exactly who the occupier is. It should be an individual (or individuals) or a company. Try to avoid vague descriptions (e.g. the Greenford Nursery), use instead a company name and registered address and company number or a person on behalf of an organisation(e.g. Susan Smith for and on behalf of the Greenford Nursery, and in that case use Susan’s home address at point 1* |
| Name of VA school and its address OR name and registered address and company number of MAC and name and address of Academy |
| Hourly licence fee- £ |
| Licence Period  *There are options here- you will need to cross out one of them*  *Leave the first option in if the occupier wants to be in for a specific period*  *Leave the second option in if the occupier will carry on using the hall regularly until either the school or the occupier gives notice to the other to bring the arrangement to an end*  *In either case, you will need to put in a start date, normally the date of the agreement* |
| The hours of use  *If the use is to be in term time only, leave those words in, otherwise, cross them out* |
| What is the property to be used for?  *(e.g. before and after school club)* |
| Describe the area which the occupier will be using  *Use the name by which the area is usually known, (e.g. the small hall or the St Benedict Room) unless it is complicated, in which case you may need a sketch plan* |
| Add the reference you want to be used on payments and the account detail for the school account  *There are options for how regularly the occupier will pay. Delete those which don’t apply* |

In clause 2.1 there are options in square brackets. Please cross out all the options which do not apply. Add in any arrangements about car parking

In clause 4.1 (b) choose which period of notice is applicable and delete the other one

Once you have added in all the information, give the draft to the school to check they are happy with it.

Once they are, ask the school to pass the licence on to the proposed occupier asking the occupier to sign it and leave it undated, and return it to the school.

Ask the school to print a second copy and arrange for it to be signed by a governor. The school should date the documents when they have both been signed, and the document signed by the governor should be given to the occupier. The school should retain the original document signed by the occupier and a copy of the one signed by a governor