**APPENDIX E:**

**TITLE TEMPLATE FOR SCHOOLS WHERE THE MINISTER FOR EDUCATION OWNS THE LAND**

This must be printed off, every question must be answered and it must be signed and dated by the Department of Education. The Department of Education may require up to at least 4 weeks to assess the proposed development in advance of submitting the application.

Please note:

Every school, applying for capital works, where the Minister for Education owns the

land must have this template completed by the Site Acquisitions and Property

Management Unit of the Department of Education (schoolproperty@education.gov.ie).

In addition, please attach the following information to the request to Department of

Education:

1) Copy of Patrons consent to the proposal or, (in the case of Community or

Comprehensive Schools) Copy of Trustees consent. See below

2) Mapping/relevant plans for proposed works

**All questions must be answered.**

**Do not amend or transcribe this template.**

1. Name of the school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No: \_\_\_\_\_\_\_

2. I can confirm that the property on Folio number is in the ownership of

the Minister for Education

3. Is the Department of Education agreeable to the proposed project being developed on the land covered by this template in accordance with attached plans?

Yes No

Name of Department of Education official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Patron Consent Text**

The following text (or similar) should be used for the consent letter from the Patron (or trustees for Community Comprehensive Schools) and signed and issued on headed paper to the applicant and a copy attached to this application form.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_patron / trustee [delete as applicable] of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school name) confirm that I have reviewed the proposal for development and use of facilities and the planned works for the above school and I can confirm that:

(a) I consent to these works being carried out and

(b) the proposal is in line with the “Guidelines on the Use of School buildings outside of School Hours”

(c) the Governance Manual for Community and Comprehensive Schools in the case of Community and Comprehensive Schools [delete if not applicable]

Prior to applying for funding, School Authorities are advised to note the guidelines on use of school facilities out of hours, available at the link below. School Authorities should confirm that the relevant provisions contained within the guidelines have been followed.

<https://www.gov.ie/en/collection/policy-and-education-reports/?referrer=https://www.education.ie/en/Publications/Policy-Reports/guidelines-on-the-use-of-school-buildings-outside-of-school-hours.pdf>

In the case of Community and Comprehensive schools the relevant provisions contained within the following also apply:-

<https://www.gov.ie/en/organisation/department-of-education/?referrer=https://www.education.ie/en/Schools-Colleges/Information/Boards-of-Management/Governance-Manual-for-Community-Comprehensive-Schools.pdf>