



# Prison Service Order

ORDER NUMBER  
5800

## ESTATE MANAGEMENT

### Chapter 1

## Responsibility for the Prison Estate

<b>Date of Initial Issue</b>	<b>Click on Number for link to reference</b>
24/01/1998	PSI 19-1998 – Responsibility for the Prison Estate
PSI Amendments should be read before and in conjunction with PSO	
<b>Date of Further Amendments</b>	Amendments can be tracked by clicking <a href="#">here</a>

**ESTATE MANAGEMENT**  
**Responsibility for the Prison Estate**

General

- 1.1 Estates Section is responsible for the Stewardship of the Prison Estate on behalf of the Secretary of State.
- 1.2 *All disposals and acquisitions of land and property **must** be dealt with by Estates Section.*
- 1.3 *All conveyances, leases, licences and easements **must** be signed on behalf of the Secretary of State by the Chief Estate Officer.*
- 1.4 *All budgetary consequences of land transaction and service wide liability for CILOR (Contribution in Lieu of Rates) **must** be handled centrally by Estates Section.*
- 1.5 Estates Section will provide advice or professional input to Governors, Controllers and Heads of Works Services on all matters relating to the prison estate.
- 1.6 Estates Section can assist in cases of dispute or other difficulties relating to the boundaries of an establishment.

2. Boundaries

- 2.1 *Establishments are the custodian of the integrity of the boundaries of their land holdings. The Head of Works Services and a representative of the Governor or Controller of the establishment is required to walk the estate boundary annually and for this to be recorded on form No 573 (20558-14-1-39).*
- 2.2 A copy of the completed form No 573 (20558-14-1-39) **must** be submitted annually to Estates Section.

3. Former Quarters Estates

- 3.1 Where establishments are undertaking repairs and services on former quarters estates, Governors and Controllers are responsible for recovering from private property owners the appropriate portion of these costs (e.g. for road maintenance, street lighting, water supply and sewerage systems) as laid down in the house/flat conveyance documents.
- 3.2 Advice on options for the recovery of costs on former quarters estates may be obtained from the Chief Estate Officer.



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