

## SECTION 1: SCHOOL DETAILS

School Name:

Project Title:

## SECTION 2: PLANNING & TENDERS

### 2.1 PLANNING PERMISSION

Is planning permission required?    Yes            No

Date planning permission granted (dd/mm/yyyy)

### 2.2 TENDER DETAILS

Were tenders obtained by competition following the single stage selective tendering procedure?            Yes            No

If no, please give details:

Three lowest tenders:

Contractor

Tender £

Contractor	Tender £

Are there any modifications to the lowest tender?            Yes            No

Agreed tender after modifications:

## SECTION 3: FINANCIAL LIABILITIES

### 3.1 PROJECT COSTING

	SCA (100%)	DFC (100%)	Governor NGA	LA	Total
<b>A</b> Building Work					
<b>B</b> VAT on Building Work					
<b>C</b> Professional Fees					
<b>D</b> VAT on Fees					
<b>E</b> FFF (inc. VAT)					
<b>F Total Project Cost</b>					

### 3.2 BREAKDOWN OF PROFESSIONAL FEES

	Amount	VAT	% of building cost
<b>A</b> Total Fees			
<b>B</b> Site Investigation Fee			
<b>C Subtotal (A &amp; B)</b>			
<b>D</b> Insurances			
<b>E</b> Building Control			
<b>F</b> Planning			
<b>G</b> Other Fees			
<b>H Total Fees</b>			

Please specify the Other Fees:

Description of Cost	Amount £

### 3.4 FINALS

Final documentation expected (mm/yyyy):

## SECTION 4: CERTIFICATION BY CONSULTANT

### 4.1 REPORTS/PERMISSIONS REQUIRED:

- A Insurance questionnaire completed & returned to Insurance Agent
- B Plans/Sketches provided
- C Asbestos letter provided
- D A Health & Safety Risk Management Plan will be in place before work begins
- E The project will be notified to HSE where CDM Regulations require
- F Written confirmation from LA confirming their contribution and source

Yes	N/A
<input type="checkbox"/>	<input type="checkbox"/>

### 4.2 CONSULTANT CERTIFICATION

I certify that the content of this form is correct and that the project will comply with all relevant statutory requirements.

#### Signed on behalf of the School Building Consultants:

Signature:

Name:

Date:

Name of Firm:

## SECTION 5: CERTIFICATION BY GOVERNING BODY

Following confirmation from the Governing Body that they wish this project to proceed, this certification should be completed by the headteacher or a member of the governing body.

#### I certify that:

- The school trustees have been consulted and have given approval.
- There will be no subsequent application for Deferred Payments.
- The Governors authorise the payment of all invoices up to the total project cost of:
- The governors accept a total liability of:  
which will be funded from:

#### Signed on behalf of the Governing Body

Signature:

Name:

Date:

Position:

Phone:

Email: