

For CBDE use:

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

Tender Date:

Tender Expiry:

Date works are due to start onsite:

Contract Period:

Weeks:

Months:

Were tenders obtained by competition following the single stage selective tendering procedure?

Yes

No

If no, please give details:

Three lowest tenders:

Contractor

Tender £

Are there any modifications to the tender?

Yes

No

Agreed tender after modifications:

SECTION 3: FINANCIAL LIABILITIES

3.1 PROJECT COSTING

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

Sources of Other Funding:

Description of Fund	Amount £

3.2 BREAKDOWN OF PROFESSIONAL FEES

	Gross Fees	VAT	% of building cost
A Total Fees			
B Site Investigation			
C Subtotal (A & B)			
D Insurances			
E Building Control			
F Planning			
G Other Fees			
H Total Fees			

Please specify the other fees:

Description of Cost	Amount £

3.4 FINALS

Please confirm that the project will be completed (inc. defects) within this financial year:

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 attached
- C Asbestos letter attached
- 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 Confirmation from LA attached confirming their contribution and source

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

Position:

SECTION 5: CERTIFICATION BY GOVERNING BODY

Following minuted approval by the governing body, this certification should be completed by the headteacher or a representative of the governing body.

I certify that:

- The Governors wish this project to proceed.
- The school trustees have been consulted and have given approval.
- 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: