

**Project Reference:**

**SECTION 1: SCHOOL DETAILS**

**School Name:**

**Project Title:**

**SECTION 2: DESCRIPTION & LOCATION OF ADDITIONAL WORK**

**Please state the precise nature of the additional work.** Supporting documentation is required, e.g. quotes, breakdown of costs, together with how the contingency sum has been used and what action has been taken to keep additional costs to a minimum.

**SECTION 3: ADDITIONAL CONTRACT DETAILS**

**Revised date of project completion (mm/yyyy):**

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

Final documentation expected (mm/yyyy):

## SECTION 4: FINANCIAL LIABILITIES

### 4.1 FUNDING SOURCES

	Costs Approved to Date		Additional Costs Requested		Revised Total Projects Costs
<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>		+		=	

### 4.2 BREAKDOWN OF PROFESSIONAL FEES

	Gross Fees	VAT	% of building cost
<b>A</b> Total Fees			
<b>B</b> Site Investigation			
<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 (please detail below)			
<b>H Total Fees</b>			

Please specify the other fees

Description of Cost	Amount £

### 4.3 BREAKDOWN OF ADDITIONAL COSTS

	SCA (100%)	DFC (100%)	Governor NGA	Other	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>					

#### Sources of Other Funding:

### SECTION 4: CERTIFICATION BY CONSULTANT

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:

Email:

### SECTION 5: CERTIFICATION BY GOVERNING BODY

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

#### I certify that:

- The Governors wish this project to proceed.
- The Governors authorise the payment of all invoices up to the total project cost of:
- The governors accept an additional liability of:  
which will be funded from:

#### Signed on behalf of the Governing Body

Signature:

Name:

Date:

Position:

Phone:

Email: