

Section 4: Statutory procedures

Are Statutory Proposals required for this project?

Yes ► Date of publication

Date of approval

No

Formal evidence of SOC (School Organisation Committee) approval letter must be submitted with this form or the project cannot be progressed.

Is planning permission necessary

Yes ► Date planning permission given

No If not obtained please give reasons (continue on separate sheet if necessary)

Section 5: Proceeds of Sale and Site issues

Proceeds of Sale

Will the project release school premises?

Yes ► Please give details
Including current ownership and
and estimated value.

No

Sites

Is a new or additional site required?

Yes ► Who is to provide?

► Has an SB1 form been completed and submitted? Yes No

No

If the Local Authority is to provide the site, are there existing buildings which the governors are to purchase?

Yes ► (Please give details on separate sheet)

No

Section 6: Tender details

Tender date

Tender expiry

Date work due to start on site

Contract period Weeks/months

Was tender obtained by competition following the code of procedure for single stage selective tendering?

Yes

Please give details

No ▶

Contractor

Tender £

Three lowest tenders

Are there any modifications to the tender? Yes

No

(If you are applying for approval to change - please attach a tender report, 3 competitive tenders and a priced schedule of work, giving full details of any modifications made and the cost implications.)

	£
A Agreed tender after modifications (Should match items 0 in Section 11.)	<input type="text"/>
B Separate contracts/supplies (Loose furniture/fixtures/fittings should not form part of the agreed tender at A above).	<input type="text"/>
C Total building costs (A + B)	<input type="text"/>
D Provisional sums	<input type="text"/>
E Contingencies/dayworks	<input type="text"/>
F Contract guarantee bond	<input type="text"/>
G Preliminaries	<input type="text"/>

▶ (D, E and F are contained within the agreed tender amount at **A**)

Section 7: Financial Liabilities

	1	2	3	4	5
	LCVAP	Governors' Non-Aided	DFC Direct	LA	Total Project Costs (1 to 4)
	£	£	£	£	£
A Building work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B Fluctuations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C Sub-total (A + B)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D VAT on C *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E Professional fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F VAT on Professional fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
G Furniture, fixtures and fittings (including VAT)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H TOTAL (C to G)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*VAT should always be charged at 20% and shown at section D above, if no VAT is shown or is less than 20% please give details below:

DFC Direct will be shown as 'Non-Aided' on VASIS

Section 7: Financial Liabilities (continued)

VA Grant - spend profile

Indicate below the expected spend profile of governors' aided expenditure (give the month the claim is expected to be paid, not the month the work is carried out).

The total amount shown for each financial year should agree with the approved project phasing.

The Department for Education has not yet published details of capital allocations after March 2017. Our advice is that all funding should be committed into 2016 -17. **If funding is committed into future years we cannot guarantee this funding will be paid.**

	2016-17 £	2017-18 £	2018-19 £
April	<input type="text"/>	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>	<input type="text"/>
July	<input type="text"/>	<input type="text"/>	<input type="text"/>
August	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>	<input type="text"/>
January	<input type="text"/>	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total phasing of governor's aided expenditure in each financial year

2016-17 £	2017-18 £	2018-19 £	=	Total governors' aided expenditure £
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

(To agree with H,
column 1 on page 8)

Section 8: Certification

The governing body is reminded of their responsibility to appoint, where appropriate, a consultant who holds Professional Indemnity Insurance. If the governing body do not appoint a consultant, they (or their authorised representatives (diocese) must also sign the governing body's consultant declaration at A below.

I/We certify that this form is correct and that the project will comply with all relevant statutory requirements including those listed below:

- Education (School Premises) regulations 1999;
 - The Workplace (Health, Safety and Welfare) Regulations 1992;
 - The Construction (Design and Management) Regulations 1994;
 - Building Regulations 2000 (SI 2000/2531) as amended;
 - Disability Discrimination Act 1995 Parts 3 and 4: as amended by The Special Educational Needs and Disability Act 2001;
 - Diocesan Board of Education Measures 1991 (Church of England Schools only).
- Where the cost of work exceeds the current OJEU threshold we confirm we have followed the EU procurement rules.
 - Where the cost of services exceeds the current OJEU threshold we confirm we have followed the EU procurement rules.
 - That professional fees do not exceed 15% of the governors aided building work costs.

A. Consultant or Chair of governing body (where a consultant has not been appointed)

Name (CAPITALS please)	Signed	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of firm	Email address	
<input type="text"/>	<input type="text"/>	

Does the above named consultant require access to the VASIS window for this project (ie Project Manager)?

Yes No

B. School governing body (or trustee/diocese authorised to act on their behalf)

- We have agreed the project with the Local Authority including their financial liability.

A completed copy of this form was forwarded to (Name of LA recipient)
on (date)

- The trustees, and the diocese where appropriate, have been consulted about planned building work.
- The work is necessary and forms part of the school buildings.
- The premises are not due to be replaced, made surplus, abandoned or closed.

Continued overleaf - please sign the certification on page 7, we require both signatures before we can process the form.

Section 8: Certification (continued)

Name (CAPITALS please)	Signed	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Please forward a copy of the correspondence to the Diocese.		
Project contact for correspondence		
Name (CAPITALS please)	Address	
<input type="text"/>	<input type="text"/>	
Telephone Number		
<input type="text"/>		
Email Address		
<input type="text"/>		

Please return this form to:
VA Capital Team
Education Funding Agency
Ground Floor Area B
Mowden Hall
Staindrop Road
Darlington, DL3 9BG