

## Voluntary Aided School Buildings Projects: Application for additional costs

- Note:**
- Prior approval must be obtained before commencing additional work
  - Additional costs are only for unforeseen work arising from original project. Not for extra work requested after approval given.

### Section 1: School details

Local Authority name	<input type="text"/>	Local Authority number	<input type="text"/> <input type="text"/> <input type="text"/>
School name	<input type="text"/>	School number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Project type	<input type="text"/>		
Project number (as notified on Approval to Proceed letter)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Original project title	<input type="text"/>		

### Section 2: Description and location of additional work

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

Will the project include work to playing fields, or buildings on playing fields related to their use?

Yes ► Please comment

No

### Section 3: Additional costs of work

3.1 Contract period	<input type="text"/> <input type="text"/> (months)	Date of contract completion	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3.2 Date of approval	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of actual/anticipated completion	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Section 3: Additional costs of work (continued)

	Approval costs to date (see latest approval letter) £	+	Additional costs requested £	=	Total approval costs now requested £
3.3 Building work	<input type="text"/>		<input type="text"/>		<input type="text"/>
3.4 Inflation estimates	<input type="text"/>		<input type="text"/>		<input type="text"/>
3.5 VAT on 3.3 and 3.4	<input type="text"/>		<input type="text"/>		<input type="text"/>
3.6 Professional fees	<input type="text"/>		<input type="text"/>		<input type="text"/>
3.7 VAT on 3.6	<input type="text"/>		<input type="text"/>		<input type="text"/>
3.8 Furniture, fixtures and fittings	<input type="text"/>		<input type="text"/>		<input type="text"/>
<b>3.9 TOTALS</b>	<input type="text"/>		<input type="text"/>		<input type="text"/>

### Section 4: Allocation of additional costs

	Governors £	DFC Direct £	Governors Non-Aided £	LA £
4.1 Building work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.2 Fluctuations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.3 VAT on 4.1 and 4.2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.4 Professional fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.5 VAT on 4.4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.6 Furniture, fixtures and fittings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate the source of funding to be used to meet the governors' additional costs.

- LCVAP (Provide confirmation from LA Co-ordinator) £
- Named capital £
- Emergency capital £
- Special initiatives £
- Excepted buildings/Exceptional circumstances £

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

## Section 4: Allocation of additional costs (continued)

### VA Grant – spend profile

Please indicate below, the expected profile of spend (**the month that the claim is expected to be made/paid, not the month the work is carried out**), of your Governor's expenditure.

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

	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"/>

## Section 5: Certification

The governing body are 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 sign the Governing Body's consultant declaration below.

I/We certify that:

- the information on this form is correct;
- the drawings and specifications comply with the current Education (School Premises) Regulations and current DfES recommended constructional standards;
- where the project cost exceeds a specified value (currently £3,861,932 excluding VAT), we confirm we have investigated the requirements of EU legislation;
- the work complies with the Workplace (Health, Safety and Welfare) Regulations 1992;
- the appropriate requirements of the Construction Design and Management Regulations 1994 have been met;
- the project has received building regulation approval.

**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"/>
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Position held

Telephone number

Fax number

Name of firm

Email address

Please remember Section 5B also needs completing.

## Section 5: Certification (continued)

### B. School Governing Body (or trustee/diocese authorised to act on their behalf)

- The governing body has discussed the project details with the Local Authority who have agreed the project details entered on this form, including their financial liability (if applicable). 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 accommodation is not due to be abandoned, replaced or otherwise made surplus and the school is not expected to close.

Name (CAPITALS please)

Signed

Date

Position

Telephone number

Fax number

Project contact for correspondence:

Name (CAPITALS please)

Address

Email address

Please forward a copy of the correspondence to the diocese.

**Please return this form to:**  
Department for Education and Skills  
VA Capital Team  
LGF Room 11  
Mowden Hall  
Staindrop Road  
Darlington DL3 9BG