|  |  |
| --- | --- |
| **LDBS Voluntary Aided**  |  LDBS School Capital Allocation Approval 01/04/2020 |
|  |  |
| **School Building Projects: Application for approval** |
| **Notes:** | * Where tick boxes appear, please tick those that apply.
* Please complete all sections of the form, including **original signatures.**
 |

**Section 1: School details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| Local Authority name | London Borough of  | Local Authority number |  |  |  |
|  |  |
| School name |  | School number |  |  |  |  |
|  |
| Project number(if known) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| Diocese | LONDON DIOCESAN BOARD FOR SCHOOLS  |

 |

**Section 2: Project title**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |
| --- |
| Please state project title **(maximum 60 characters)** (for example, refurbishment of head-teacher’s office, admin area and toilets). |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| Please select the primary purpose of the project (please use drop down menu)**Choose an item.****Please give a brief description of the works and location of the project.**

|  |
| --- |
|  |

Will the project include work to playing fields, or buildings on playing fields related to their use? |
|  | Yes Please comment |  |
|  |
|  | No |

 |

**Section 3: Project type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please tick the box that applies:This form relates to project cost at: Approval to proceed to Tender Approval to start work (tender stage) Change of approved tender costs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

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**Section 4: Statutory procedures**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |
| --- |
| Are Statutory Proposals required for this project? |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes Date of publication |  |  |  |  | Formal evidence of SOC (School Organisation Committee) approval letter must be submitted with this form or the project cannot be progressed. |
|  |
|  Date of approval |  |  |  |  |
|  | No |

|  |
| --- |
| Is planning permission necessary |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes Date planning permission given |  |  |  |  |  |
|  |  |
|  | No If not obtained please give reasons (continue on separate sheet if necessary) |
|  |  |

|  |  |
| --- | --- |
|  | If Yes a copy of Approval must be attached or submitted prior to any start on site  |

 |

**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 No and estimated value. |  |
|  |
|  |

**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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 1. |  |  |  |

 Lowest first

|  |  |  |  |
| --- | --- | --- | --- |
|  2. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  3. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there any modifications to the tender? |  | Yes |  | No |

 **£**

|  |  |
| --- | --- |
| **A** Agreed tender after modifications (should match items **0** in Section 11.) |  |

|  |  |
| --- | --- |
| **B** Separate contracts/supplies (loose furniture/fixtures/fittings should not form part of the agreed tender at **A** above). |  |
|  |
|  |

|  |  |
| --- | --- |
| **C** Total building costs (**A + B**) |  |

|  |  |
| --- | --- |
| **D** Provisional sums |  |
|  |  |
| **E** Contingencies/dayworks |  |
|  |  |
| **F** Contract guarantee bond |  |
|  |  |
| **G** Preliminaries |  |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Section 6 (continued): **Professional fees and expenses** * To be completed by the lead consultant for all building projects
* In accordance with LDBS Policy, all fees are inclusive of expenses and disbursements.
* For rows A to E please insert the percentage only, for all other rows please insert the amount.

|  |  |
| --- | --- |
|  CONTRACT SUM £ |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1Company appointed  |  | 2Amount £.p |  | BVAT £.p |  | CTotal  £.p |  | AAs % of contract sum  |
| A Architect  |  |  |  |  |  |  |  | % |  |
|  |
| B Quantity Surveyor  |  |  |  |  |  |  |  | % |  |
|  |
| C Structural Engineer |  |  |  |  |  |  |  | % |  |
|  |
| D M & E Engineer  |  |  |  |  |  |  |  | % |  |
|  |
| E Planning Co-ordinator |  |  |  |  |  |  |  | % |  |
|  |
| F Sub Total 1 (**A to E**) |  |  |  |  |  |  |  | % |  |
|  |
| G BREEAM Consultant |  |  |  |  |  |  |  | % |  |
|  |  |  |  |  |  |  |  |  |
| H Site Survey  |  |  |  |  |  |  |  | % |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I Site Investigation  |  |  |  |  |  |  |  | % |  |
|  |
| J Party Wall Fees  |  |  |  |  |  |  |  | % |  |
|  |
| K Legal Advice  |  |  |  |  |  |  |  | % |  |
|  |  |  |  |  |  |  |  |  |
| L Archaeological Fees  |  |  |  |  |  |  |  | % |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| M Tree Survey |  |  |  |  |  |  |  | % |  |
|  |
| N Drainage Survey  |  |  |  |  |  |  |  | % |  |
|  |
| O Ecological Survey  |  |  |  |  |  |  |  | % |  |
|  |  |  |  |  |  |  |  |  |
| P Acoustic Survey  |  |  |  |  |  |  |  | % |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q Asbestos Survey  |  |  |  |  |  |  |  | % |  |
|  |
| R UXO Survey  |  |  |  |  |  |  |  | % |  |
|  |
| S Sub Total 2 (**G to R**)  |  |  |  |  |  |  |  | % |  |
|  |  |  |  |  |  |  |  |  |
| T Planning Fee |  |  |  |  |  |  |  | % |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| U Building Regulation fees |  |  |  |  |  |  | % |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| V Building Contract Insurance  |   |  |  |  |  | % |  |
|  |
| W  |  |  |  |  |  |  |  | % |  |
|  |
| X  |  |  |  |  |  |  |  | % |  |
|  |  |  |  |  |  |  |  |  |
| **Y**  |  |  |  |  |  |  |  | **%** |  |

 |

**Section 7: Financial Liabilities**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Please show all figures in 100% terms (include the 10% governors contribution in the School Capital Allocation (SCA) and Devolved Funding Capital (DFC) columns\*\*, please do not show these as separate amounts within the Governors Non-Aided column)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1****School Capital Allocation (SCA)****£** |  | **2****School DFC Allocation** **£** |  | **3****Off Programme/ Non-Aided Funding** **£** |  | **4****Local Authority**  **£** |  | **5****Total Project Costs** **(1 to 4)**  **£** |
| **A** Building work |  |  |  |  |  |  |  |  |  |
|  |
| **B** Fluctuations |  |  |  |  |  |  |  |  |  |
|  |
| **C** Sub-total (**A + B**) |  |  |  |  |  |  |  |  |  |
|  |
| **D** VAT on **C** \* |  |  |  |  |  |  |  |  |  |
|  |
| **E** Professional fees |  |  |  |  |  |  |  |  |  |
|  |
| **F** VAT on Professional fees |  |  |  |  |  |  |  |  |  |
|  |
| **G** Furniture, fixtures and fittings (including VAT) |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |
| **H** TOTAL (**C to G**) |  |  |  |  |  |  |  |  |  |

\***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****VAT CANNOT BE RECLAIMED ON GRANT AIDED FUNDING – EG – SCA AND DFC FUNDING** **(And questions or concerns should be addressed to LDBS)**

|  |
| --- |
|  |

**VA/SCA Grant - spend profile****Can you confirm that where funding is not being allocated over more than one financial year, the project will be finalised within the financial year of approval:** **Yes No** SCA is a one year programme and we expect all projects to be completed by 31st March 2021.  However, in some cases retention amounts may slip into the following financial year.  In these cases we will allow commitments into 2021-22, but only up to a maximum of 2.5%.   |

**Section 7: Financial Liabilities (continued)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|

|  |
| --- |
|  |
|  **School Capital Allocation (SCA)**  |
|  | **2020-21** |  | **2021-22** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **April**  |   |  |   |  |   |  |   |
| **May** |  |  |  |  |   |  |   |
| **June** |   |  |   |  |   |  |   |
| **July** |   |  |   |  |   |  |   |
| **August** |   |  |   |  |   |  |   |
| **September** |   |  |   |  |   |  |   |
| **October**  |   |  |   |  |   |  |  |
| **November** |   |  |  |  |   |  |   |
| **December** |   |  |  |  |   |  |   |
| **January** |   |  |  |  |   |  |   |
| **February** |   |  |   |  |   |  |   |
| **March** |   |  |   |  |   |  |   |

**Total phasing of governor’s aided expenditure in each financial year:**(The Total boxes must agree with row H, column 1 on page 5)  **2020-21 2021-22 Total**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**SCA (£)**

|  |  |  |
| --- | --- | --- |
|  |  |  |

 |

**Section 8: Certification**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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 2015;
* 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).
* We have followed the current Public Sector Procurement Regulations 2006
* That professional fees do not exceed 15% of the governors aided building work costs.

**A. Consultant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (CAPITALS please) |  | Signed |  | Date |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position |  | Telephone Number |  | Fax Number |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Name of firm |  | Email address |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

* The work is necessary and forms part of the school buildings.
* This includes the Premises Managers House /Flat but only where it is part of their employment by the school
* The premises are not due to be replaced, made surplus, abandoned or closed.
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| **Section 9: LDBS Authorisation**

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| --- | --- | --- | --- | --- |
| Name (CAPITALS please) |  | Signed |  | Date |
| **STEVE WHITE**  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position |  | Telephone Number |  | Fax Number |
| **Principal Buildings and Development Officer**  |  | **0207 932 1164** |  | **0207 932 1111** |

 **Project contact for correspondence** Name (CAPITALS please) Address

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| --- | --- | --- |
| **STEVE WHITE**  |  | **London Diocesan Board for Schools** **London Diocesan House** **36 Causton Street** **London SW1P 4AU**  |
| Telephone Number |  |
| **0207 932 1164 / 07710 569 600** |  |
| Email Address |  |
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