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| Description: cid:image005.png@01CD1335.FF78BE70 | **For Official Use Only** | **Approval new 01/04/2015**  **For Official Use Only** |
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| --- | --- |
| **Voluntary Aided 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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**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). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | | --- | --- | --- | --- | | Please also give a brief description and the location of the works   |  | | --- | |  |   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) Approval for change to ATP   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |

**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) | | | | | | | |  | |  | | | | | | |

**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 |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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  (**D, E** and **F** are contained within the agreed tender amount at **A** |  | |  |  | | **E** Contingencies/dayworks |  | |  |  | | **F** Contract guarantee bond |  | |  |  | | **G** Preliminaries |  | |

**Section 7: Financial Liabilities**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **VA 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**  **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).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **2015-16**  **£** |  | **2016-17**  **£** |  | **2017-18**  **£** | | April |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | May |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | June |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | July |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | August |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | September |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | October |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | November |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | December |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | January |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | February |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | March |  |  |  |  |  |   **Total phasing of governor’s aided expenditure in each financial year**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **2015-16**  **£** |  | **2016-17**  **£** |  | **2017-18**  **£** |  | **Total governors’ aided expenditure £** | |  |  |  |  |  | **=** |  | |  |  |  |  |  |  | (To agree with H, column 1 on page 4) | |

**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 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Position |  | Telephone Number |  | Fax Number | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | | Name of firm |  | Email address | |  |  |  |   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 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Position |  | Telephone Number |  | Fax Number | |  |  |  |  |  |  |  |  | | --- | --- | |  | Please forward a copy of the correspondence to the Diocese. |   Project contact for correspondence  Name (CAPITALS please) Address   |  |  |  | | --- | --- | --- | |  |  |  | | Telephone Number |  | |  |  | | Email Address |  | |  |  |  | |

**Section 9: Payment Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Please email this form to:**  [Approvals.VA@education.gsi.gov.uk](mailto:Approvals.VA@education.gsi.gov.uk) (please ensure that the form is signed before emailing it to us)  Alternatively you can send the form to:  VA Capital Team, Education Funding Agency,  Bishopsgate House, Level 1  Feethams, Darlington  DL1 5QE |  |