|  |  |  |
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| Description: cid:image005.png@01CD1335.FF78BE70 | **For Official Use Only** | **Approvalnew 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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| --- | --- | --- | --- | --- | --- |
| Local Authority name |  | Local Authority number |  |  |  |
|  |  |
| School name |  | School number |  |  |  |  |
|  |
| Project number(if known) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| Diocese (if applicable) |  |

 |

**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 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

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

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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) |
|  |  |

 |

**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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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1****LCVAP****£** |  | **2****Governors’ Non-Aided****£** |  | **3****DFC Direct****£** |  | **4****LA****£** |  | **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**) |  |  |  |  |  |  |  |  |  |

**Please show all figures in 100% terms (include the 10% governors contribution in the LCVAP column, please do not show it as a separate amount within the Governors Non-Aided column)**\***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)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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 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 pay the total amount of LCVAP as stated in Section 7 into the following account:****Only school governors’ or diocesan account details should be entered (please tick which account the claim is to be paid into)****School Account Diocese Account**  |
| **Sort code****ode** |  |  |  |  |  |  | **Bank account number** |  |  |  |  |  |  |  |  |
| Name of account |  | Address of bank |
|  |  |  |
|  |  |
| Name of bank |  |
|  |  |
|  |  | Postcode |
|  |

 |

|  |  |  |
| --- | --- | --- |
|  |  **Please email this form to:**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  |  |