



The Dioceses of Durham and Newcastle
Joint Education Team



DEVOLVED FORMULA CAPITAL PROJECT APPROVAL FORM

School Name:	School Number:
Local Authority:	LA Number:

Project Title:

Give brief description of project.

Please refer to page 3 – Technical Checklist

Anticipated Start Date: _____ Anticipated Date of Completion: _____

Tenders / quotations received (at least 2)	
Company	Tender Sum
1.	
2.	
3.	

Please attach quotations to this form.

Professional Fees and Expenses	Gross	VAT	Net
Architect	£	£	£
Quantity Surveyor	£	£	£
Planning Co-ordinator	£	£	£
Services Engineer	£	£	£
Structural Engineer	£	£	£
Site Investigation	£	£	£
Insurance (specify)	£	£	£
Building Regulation Fees	£	£	£
Planning Fees	£	£	£
Travel and other expenses	£	£	£
Other Fees (specify)	£	£	£
Sub Total	£	£	£

Financial Summary	
Net Project Cost	£
VAT (payable on all invoices)	£
Professional Fees	£
VAT on professional fees	£
TOTAL PROJECT COSTS	£

INCOME

<i>Devolved Formula Capital</i>	<i>90% of project cost</i>	£
<i>Governors Contribution</i>	<i>10% of project cost</i>	£

NB: Minimum project value for DFC expenditure is £2,000

DFC can be used to purchase ICT hardware but **not** toner, ink cartridges or software licenses

Governors Certification

*We agree to the described works and project costs, and as such give permission for **90%** of this cost to be withdrawn from our **Devolved Formula Capital** account held by the Diocese.*

We agree that the Diocese can withdraw further funds from our Devolved Formula Capital Account if we request additional work not previously described.

We agree to pay our 10% contribution prior to commencement of this project by cheque or give our permission for this to be withdrawn from Governors funds held by the Diocese.

Please indication if this payment is to be:

By cheque *YES / NO*

From monies held by the Diocese *YES / NO*

Name: *Signature:*

Date:

Telephone Number: *Email address:*

Joint Education Team

If you have any queries regarding withdrawal of funding from your Devolved Capital Account, payment of your 10% contribution or an update on your project costs please do not hesitate to contact either

Eileen Bell (Bursar) 0191 2704141 eileen.bell@drmnewcanglican.org

or

Ann Adiguzel (Admin Ass) 0191 2704164 ann.adiguzel@drmnewcanglican.org

Completed forms together with quotations to be sent to Ann Adiguzel, The Joint Education Team, Church House, Percy Main, North Shields NE29 6HS



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Technical Checklist

Regulatory Approval

Has the following regulatory approval been obtained?

- | | | | |
|--|-----|----|-----|
| • Building regulations | Yes | No | N/A |
| • Planning (including Listed Building Approval) | Yes | No | N/A |

Asbestos

Is the current asbestos management survey adequate to undertake the proposed work? Yes No

If no, have you made arrangements to commission A pre-demolition/refurbishment survey? Yes No

Construction (Design and Management) Regulations 2007

Are you aware of your legal duties as client under the Construction (Design and Management) Regulations 2007? Yes No

Is your project notifiable under the above Regulations? Yes No

If you are unable to answer the above questions please contact your architect immediately for assistance.

If you are not using an architect and require advice or assistance from our Joint trading Company, please contact Building NEEDS on 0191 3851390 or be email: admin@buildingneeds.co.uk or visit their website at www.buildingneeds.co.uk

