

# Project Consent Application Form 2024/25

This form is to protect head teachers, help ensure correct procurement procedures are followed and to help ensure standards of work and compliance with health and safety legislation. It applies to all capital, revenue or voluntary/no cost projects on school buildings and grounds.

Please complete and return this form **prior to placing any orders**. People Services will aim to return notification of agreement and funding/coding details as quickly as possible.

**No work must commence, or orders be placed with contractors, until you have received written confirmation that this application has been approved.**

Basic day-to-day maintenance/repairs do not require this form **but must be managed** either through:

- the DCC Sold Service Maintenance Package, or
- an equivalent **DCC approved** arrangement managed by a professional adviser.

**Prior to completing this application forms you must read the accompanying School Project Consent Guidance Document available here:** <https://schoolsportal.derby.gov.uk/capital-and-buildings>

**Application Deadlines: For Summer Break 2024 works = Friday 28<sup>th</sup> June 2024  
For Year End 2024/2025 payments = Friday 24<sup>th</sup> January 2025**

1. Name of School: \_\_\_\_\_

2. Total estimated Project cost: \_\_\_\_\_ (Including all professional fees/charges and contingency)

3. Description of Project ("Project"):

4a. Is this Project for the purchase of ICT equipment, the purchase of other assets or for suitability works? If Yes please provide supporting information as set out in section 3.3 of the supporting Project Consent Guidance document. Yes/No

4b. Does the Project change the size/shape of any teaching space or add/remove space available for teaching? If Yes please provide a copy of the Project plans including areas. Yes/No

5. Is this Project a:

New school Project proposal?

Contribution to a Council capital programme Project?

Additional funds for a previously approved Project?

6. CYP USE ONLY  
FOR SCHOOL DFC CONTRIBUTIONS

Cap Prog Cost Centre: C00#### Z0038	School Code E
C00      Z0038	E#####:
	In <u>W6009</u>
	Out: <u>J5002</u>

7. Asset Management Plan issues addressed with brief details:

Condition:

Suitability:

Sufficiency:

## 8. Professional Adviser Declaration (not for completion by Contractors)

Schools must, in all instances, obtain professional advice and project management according to the nature of the work. The professional adviser/project manager signing the form must be responsible for the design, procurement and management of the Project.

NOTE: This page does not apply if schools are using devolved formula capital DFC to purchase stand alone computer equipment (i.e. PCs or laptops) where there are no building/cabling related works. If there are any cabling or structural related works requiring fixings to the buildings (for example for interactive whiteboards and projectors or data cabling) this page is required.

### Professional Adviser's Declaration:

#### Professional Adviser(s)/Project Manager(s) details:

Name: \_\_\_\_\_

Organisation/Company: \_\_\_\_\_

Address: \_\_\_\_\_

#### Professional Indemnity Insurance: must cover all elements and disciplines required for this Project:

Value of cover: \_\_\_\_\_  
(minimum of £1,000,000, or greater, subject to scale and nature of the project)

Length of run off cover (15 years minimum): \_\_\_\_\_

Project anticipated start on site and completion dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

#### I certify that I, the professional adviser/project manager, on behalf of the School, for this Project will:

- be responsible for the design, specification, procurement, Project management and health and safety of the Project identified overleaf
- be competent to act as the professional adviser for this Project
- be responsible for, and certify, the competency of all other parties appointed as part of this Project
- advise the school on all necessary appointments under CDM 2015 regulations and ensure all other parties required for the Project are competent and are appointed
- carry out and provide appropriate written competency assessments for all parties appointed as part of this project in accordance with CDM 2015 regulations
- ensure all applicable Building Regulations are fully complied with
- ensure all applicable Planning Permission requirements are complied with
- ensure compliance with the Regulatory Reform (Fire Safety) Order 2005
- act in accordance with all Derby City Council Contracts Procedure Rules for Schools and ensure that all proposals to the schools are consistent with such rules
- ensure all health and safety requirements have been taken into consideration and complied with
- ensure suitable and sufficient risk assessments and method statements are prepared by all those needing to do them
- ensure the findings of all applicable risk assessments and all method statements are adhered to
- ensure that Derby City Council's "Further Guidance On School Site Conditions – Additional Considerations" document is given due consideration and applied as appropriate
- ensure the school are aware of, and adequately trained in respect to, any risks resulting from the project and provide an adequate health and safety file, designers risk assessment and operating and maintenance manuals
- ensure that all parties have reviewed the schools Asbestos Management Survey, have arranged an appropriate Asbestos Refurbishment Survey, have ensured all parties have reviewed the Asbestos Refurbishment Survey and have carried out any works required as a result and work in accordance with any findings.
- ensure CDM 2015, Health and Safety, and all other relevant regulations, legislation and statutory provisions are complied with
- ensure all information required by the Valuation Office Agency ("VOA") under the Local Government Finance Act 1998 is provided to Derby City Council within sufficient time for the Council to meet VOA deadlines
- carry appropriate professional indemnity insurance to cover all disciplines involved, such as: Architectural Design, Structural Engineering, Asbestos, Electrical, Fire, Gas, Water, Heating & Ventilation, Lifts & Lifting Equipment, General Building and Construction Design and Management, Landscape Architecture and provision of play equipment and furniture
- ensure where sub-contractors/agents are to be engaged to provide specific advice, that such sub-contractors/agents have professional indemnity cover sufficient to cover any losses, to a minimum of £1,000,000 or greater, relating to those areas on which advice is/is to be provided continued over...

**Professional Adviser's Declaration Continued**

- advise the School on the most appropriate form of contract to be entered into with contractors for the Project, taking into account the size, value and complexity of the Project
- ensure that this is the only Project on site during the above dates. If there are other Projects on site, ensure appropriate arrangements are made in respect of the CDM regulations and a Principal Contractor is appointed
- ensure written documentary evidence of all the above is made available for the head teacher of the school.

By signing this declaration I confirm that I am responsible for all the above duties and that I have understood and accept my responsibilities. I confirm that I will not ask the school or the Council to waive any of these duties or advise separate appointments. I accept that this declaration takes precedence over any other agreement, contract, form or order signed by myself or the school and in the event of any conflict between the terms of this declaration or the terms of any other agreement, contract, form or order signed by myself or the school, this declaration and the terms of it shall take precedence.

Signature of Professional Adviser/Project Manager: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**9. Head Teacher's Declaration and Funding Details:**

**As head teacher, I confirm that I:**

- am acting as client under the CDM 2015 regulations and am fully aware of the duties these regulations place on me
- am acting as the responsible person under the Regulatory Reform (Fire Safety) Order 2005 and am fully aware of the duties of the order and the duties places upon me
- am aware of my duties, responsibilities and liabilities in relation to this Project, particularly when opting to appoint a non-DCC professional advisor
- will make all required appointments under the CDM 2015 regulations, for example: Principal Designer, Principal Contractor or Contractor where applicable, for notifiable or non-notifiable projects\*
- have assessed the competency of the appointed professional adviser and checked their professional indemnity insurance covers all disciplines involved, such as: Architectural Design, Structural Engineering, Asbestos, Electrical, Fire, Gas, Water, Heating & Ventilation, Lifts & Lifting Equipment, General Building and Construction Design and Management, Landscape Architecture and provision of play equipment and furniture\*^
- have completed a written competency assessment of the appointed professional adviser\*
- will obtain specific health and safety advice relating to this project from an appropriately qualified source
- will ensure that suitable and sufficient risk assessments are carried out before the Project starts on site (these must address risks during and resulting from the Project; the professional adviser will ensure the contractor undertakes their own risk assessment).^
- have notified the CYP School Organisation and Provision Team if a Project impacts on existing class spaces
- will ensure the professional adviser is informed of any other works/contractors that may be onsite while work takes place prior to commencement of the projects and provide the appointed professional adviser with all relevant site information^
- have ensured that all DCC Contracts Procedure Rules for Schools have and will be complied with in relation to this Project and will keep written evidence of this. This will apply to both the procurement of any contractors **and** any external professional advisers.
- will ensure the professional adviser is aware of, and complies with, all DCC Contracts Procedure Rules for Schools\*^
- where the project is making use of DFC I have fully considered the condition priorities identified within the school's condition survey and governors are assured that the prioritisation of DFC reflects these condition needs
- understand that the terms of this declaration and the Professional Adviser's declaration take precedence over any other agreement, contract, form or order signed by you or the Professional Adviser in relation to the Project\*^

declaration continued over...

**Head Teacher’s Declaration continued**

- shall not sign any agreement, contract, form or order which contradicts or purports to take precedence over the terms of this declaration or the professional adviser’s declaration.\*^

For further details of the DCC Contracts Procedures Rules for Schools contact your Peoples Services Schools Finance Officer

**Note:**

Statements above marked \* do not apply where the school is appointing Derby City Council to act as Professional Adviser. Statements above marked ^ do not apply where the school is using DFC to purchase stand alone computer equipment (i.e. PCs or laptops) where there are no building/cabling related works and there is no requirement to appoint a professional adviser. If there are any cabling or structural related works requiring fixings to the buildings these statements do apply (for example for interactive whiteboards and projectors) and a professional adviser is required.

**Funding Details:**

**Complete the following to show all sources of funding for your Project proposal:**

- a) **New** Devolved Formula Capital (DFC) Funding request: a) £ \_\_\_\_\_\*  
(i.e. new application for 23/24 funding not yet allocated to the school cost centre)
  - b) **Existing DFC** remaining from previously approved Projects: b) £ \_\_\_\_\_  
(i.e. DFC already allocated to school subjective code W6009 to be used to fund this new project)
  - c) **Revenue** contribution from school’s delegated budget: c) £ \_\_\_\_\_
  - d) **Other** (specify & attach confirmation funding is secured): d) £ \_\_\_\_\_
- e) **Total Project Cost** – must equal total shown in Section 2 and a+b+c+d = e) £ \_\_\_\_\_

By signing this form I agree that I have fulfilled all my duties as outlined above and that I have kept written records of all risk assessments and procurement processes for future audit purposes

Signature of Head teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Return form to:** Mick Bone, School Organisation and Provision, People Services Directorate, Derby City Council, Corporation Street, Derby, DE1 2FS. E-Mail: [mick.bone@derby.gov.uk](mailto:mick.bone@derby.gov.uk)

**10. Project Consent - DCC Office Use Only:**

		Initial	Date
Net Capacity updated	Y/NA	_____	_____
Funding checked	Y/NA	_____	_____
Professional Indemnity Insurance	Y/NA	_____	_____

**Consent:** LA Approval to Proceed:

The Local Authority hereby gives the School Governing Body Approval to Proceed on the basis that:

- the professional adviser has signed the Professional Adviser’s Declaration, understanding and accepting all elements of their responsibility as detailed in such declaration; and
- the head teacher has signed the Head Teacher’s Declaration, understanding and accepting all of those responsibilities which are the school’s as detailed in such declaration.

Approval to Proceed by the LA does not constitute approval for any elements of the Project design, specification, health and safety or procurement process. These items remain the responsibility of the school and the professional adviser as set out in the relevant declarations. Schools using DCC for the scheme professional advice and project management will need to place an order with DCC for the scheme to now proceed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use - Processing Purposes Only**

		Initial	Date
1 – Logged	Y/NA	_____	_____
2 – Enter on Devolved Spreadsheet	Y/NA	_____	_____
3 – M&E/Journal	Y/NA	_____	_____
4 – Summary Sheet	Y/NA	_____	_____
5 – Letter to School	Y/NA	_____	_____
6 – Scan/Save	Y/NA	_____	_____