

Sycamore House, Town Hall Complex, Forest Road, Walthamstow, London, E17 4JF

PROJECT NOTIFICATION

Please complete all sections of this pro-forma and return it to Angela Ferdinand-Sergeant, Schools Asset Manager at the address at the end of the document.

If further information is required you will be contacted within 5 working days from receipt of Notification. The timescale may vary according to the nature of the project and whether it falls within or outside of the level of officer delegation. In all cases it will be the intention to resolve such requests as quickly as possible and in keeping with reasonable deadlines demanded by the circumstances of each project.

Project Ref (OFFICIAL USE FOR LA)

Project Name

Part One – School/Centre details

School/Centre

Contact Name

Telephone No
Email

Part Two – Reason for the Project/Change of Use

Please describe briefly the **reason for the project/change of use**, including the areas involved. Wherever possible provide evidence of why it is required e.g. Ofsted Recommendation, School Development Plan, Access, Condition etc.

Part Three – Scope of the Project/Change of Use

Please describe briefly the **scope of the project/change of use**. Wherever possible include drawings that show the location and proposed layout of the new or remodelled accommodation with dimensions.

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Part Four – Details required to assess impact on school place capacity

LA Room Ref No	Current Use of Space	M ²	Proposed use of Space	M ²
Totals				
Please confirm whether the school would be seeking to increase the Standard Number or Admission Number as result of any additional accommodation provided by this project			Yes/No	
No of places:				
Additional Comments				

At this point, if the application is only for a change of use then, after undertaking Risk Assessments, and seeking advice from an appropriate competent person, you only need to sign and return the form.

Part Five – Cost of Project and Funding Sources

	£		£
Estimated Cost of Work		Delegated Budget	
Fees		Devolved Capital	
Other		Voluntary funds	
		Other:	
Total		Total	

Part Six – Proposed timescale for Project

Proposed start date	
Proposed completion date	

Part Seven – Professional Support

Please confirm professional support			If already appointed please confirm name
Architect	Yes	No	
Building Surveyor	Yes	No	
Asbestos Surveyor	Yes	No	
Electrical Engineer	Yes	No	
Mechanical Engineer	Yes	No	
Quantity Surveyor	Yes	No	
Other (please state)	Yes	No	

Part Eight – Informal Consultation

Please indicate if consultation has taken place with Council staff			Contact Name
Schools Asset Manager	Yes	No	
Council's Town Planning staff	Yes	No	
Council's Building Control Staff	Yes	No	
Energy Management Staff	Yes	No	
Asbestos Team	Yes	No	
Other (state)	Yes	No	

Part Nine – Design and Specification of the project –

The School's Commitment in meeting the required standards by ensuring that:

1	the project will meet the requirements set out in the Council's Energy Efficiency Measures Policy	
2	all disability access requirements will be included	
3	advice will be sought from the NPSL Asbestos Team and incorporated in the project prior to the main project work commencing	
4	requirements of the Building Regulations and all other technical standards will be adhered to in the design and implementation of the work	
5	Town Planning approval will be obtained where required prior to any work commencing on site	
6	the requirements set out in the Standards for School Premises Regulation 1999 will be met	Yes

Part Ten – Tendering Process and Selection of Contractors.

Please confirm that the:

1	The School will follow the councils procurement process as directed in Part * of the Councils Procurement Rules (revised Feb 2015)	Yes
2	Requirements for tendering, including the process of receiving and opening them, as set out in the Financial Regulations, will be adhered to.	Yes

Part Eleven – Implementation and Completion

1	The school will ensure that the three stage process set out in the Council's Health and Safety Project Standard will be followed for the project; ⇒ Concept ⇒ Design ⇒ Implementation	Yes
2	Where the works are subject to the Construction, Design and Management (CDM) Regulations a Design adviser will be appointed for the project and that the procedures and plans required will be followed and/or produced.	Yes
3	Please confirm that prior to the start of the project a pre-start meeting will be held with the school's professional adviser and the contractor to ensure full understanding and agreement of the contract and working processes.	Yes
4	The school will advise the Schools Asset Manager of any significant changes or developments e.g. a health and safety matter, affecting a project: ⇒ prior to contract commitment ⇒ during the course of the works	Yes
5	Prior to taking new or remodelled/altered accommodation back into use you will ensure that all required and relevant checks have been made on the quality of the work and that a professional technical adviser certifies the safety of the environment.	Yes

Please note that once formal LA consent has been given for a project the responsibility for ensuring that it meets all the standards set out in this form and the separate general guidance will be that of the school and its professional adviser(s).

The LA will retain the right to see all prime documents relating to a project, to inspect work whilst in progress and carry out an inspection upon completion.

If it is found that there are deficiencies in the work by reference to the relevant national or local regulation or standards, the LA can require the school to have further work undertaken to ensure full compliance.

To be signed by the Head Teacher/Building Manager of the project(s) or change of use:

I confirm that the proposed project/change of use will comply with the requirements as set out in this form and as part of any approval.

Signed: **Date:**

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Only to be signed by the School's Professional (Technical) Adviser in the case of a project:

I confirm that the project will comply with the technical and project management requirements as set out in this form and as part of any approval.

Signed: **Date:**.....

LEA Consent to Project/Change of Use

NO ISSUES

ADDITIONAL COMMENTS (See below)

Signed: **Date:**

Schools Asset Manager

Brendan Wells:..... **Date:**

Head of Services – Education Capital & Planning

If you have any queries prior to submission or to return this form please email : Angela Ferdinand Sergeant, Schools Asset Manager

angela.ferdinand-sergeant@walthamforest.gov.uk

Or via post to Room 301, 3rd Floor, East Wing, Sycamore House, Walthamstow Town Hall E17 4JF.