|  |  |
| --- | --- |
| logo | **Additional Cost Approval new 01/04/19**  **For Official Use Only** |
|  |

|  |
| --- |
| Voluntary-aided school buildings projects:application for additional costs |

|  |  |
| --- | --- |
| **Note:** | * **Prior approval must be obtained before commencing additional work** * **Additional costs are only for unforeseen work arising from original project. Not for extra work requested after approval given.** |

## Section 1: School details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | | | | |  | | | |  | |  | |  | |  |  |
|  | Local Authority  name |  | | | | | | | Local Authority  number | | | | | |  | |  | |  |  |
|  |  | | | | | | |  | |  | |  |  |
|  | School name |  | | | | | | | School  number | | | |  | |  | |  | |  |  |
|  |  |  | | | | | | |  | |  | |  | |  |  |
|  | Project type |  | |  | | | | |  | | | |  | |  | |  | |  |  |
|  |  |  | | | | | | |  | | | |  | |  | |  | |  |  |
|  | Project number (as notified on Approval to  Proceed letter) | | | |  |  |  |  | | / |  |  | |  | |  | |  |  |  |
|  |  |  |  |  | |  |  |  | |  | |  | |  |  |  |
|  | Original project title | |  | | | | | | | | | | | | | | | | |  |
|  |  |  | | | | | | |  | | | |  | |  | |  | |  |  |

## Section 2: Description and location of additional work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Please state the precise nature of the additional work. Supporting documentation is required, eg quotes, breakdown of costs together with how the contingency sum has been used and what action has been taken to keep additional costs to a minimum. | | |  |
|  |  | | |  |
|  | Will the project include work to playing fields, or buildings on playing fields related to their use? | | |  |
|  |  | Yes Please comment |  |  |
|  |  |  |  |
|  |  | No |  |
|  |  | | |  |

## Section 3: Additional costs of work

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | | | | |  | Month | |  | Year | | | |  |
|  | 3.1 Contract period |  |  | (months) | | | | | Date of contract  completion |  |  |  |  |  |  |  |  |
|  |  |  |  |  | | | | |  |  |  |  |  |  |  |  |
|  |  | Month | | Year | | | | |  | Month | |  | Year | | | |  |
|  | 3.2 Date of  approval |  |  |  |  |  |  |  | Date of actual/  anticipated completion |  |  |  |  |  |  |  |  |
|  |  |  |  | | | | |  |  |  |  |  |  |  |  |

## Section 3: Additional costs of work (continued)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Total costs approved to date (see latest approval letter)  £ |  | Additional costs requested  £ |  | New total project costs  £ |  |
|  | 3.3 Building work |  | **+** |  | **=** |  |  |
|  |  |  |  |  |  |  |  |
|  | 3.4 Inflation estimates |  | **+** |  | **=** |  |  |
|  |  |  |  |  |  |  |  |
|  | 3.5 VAT on 3.3 and 3.4 |  | **+** |  | **=** |  |  |
|  |  |  |  |  |  |  |  |
|  | 3.6 Professional fees |  | **+** |  | **=** |  |  |
|  |  |  |  |  |  |  |  |
|  | 3.7 VAT on 3.6 |  | **+** |  | **=** |  |  |
|  |  |  |  |  |  |  |  |
|  | 3.8 Furniture, fixtures  and fittings |  | **+** |  | **=** |  |  |
|  |  |  |  |  |  |  |
|  | 3.9 **TOTALS** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## Section 4: Breakdown of additional costs

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | LCVAP  £ |  | DFC Direct  £ |  | Governors Non-Aided £ | |  | LA  £ | |  |
|  | 4.1 Building work | |  |  |  |  |  | |  |  | |  |
|  |  | |  |  |  |  |  | |  |  | |  |
|  | 4.2 Fluctuations | |  |  |  |  |  | |  |  | |  |
|  |  | |  |  |  |  |  | |  |  | |  |
|  | 4.3 VAT on 4.1 and 4.2 | |  |  |  |  |  | |  |  | |  |
|  |  | |  |  |  |  |  | |  |  | |  |
|  | 4.4 Professional fees | |  |  |  |  |  | |  |  | |  |
|  |  | |  |  |  |  |  | |  |  | |  |
|  | 4.5 VAT on 4.4 | |  |  |  |  |  | |  |  | |  |
|  |  | |  |  |  |  |  | |  |  | |  |
|  | 4.6 Furniture, fixtures  and fittings | |  |  |  |  |  | |  |  | |  |
|  |  |  |  |  |  | |  |  | |  |
|  | **TOTALS** | |  |  |  |  |  | |  |  | |  |
|  |  | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |
|  |  | DFC Direct will be shown as ‘Non-Aided’ on VASIS | | | | | |  | | |  | |

## Section 5: Allocation of additional costs

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VA Grant - spend profile**  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).  The total amount shown for each financial year should agree with the approved project phasing.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **2018-19**  **£** |  | **2019-20**  **£** |  | **2020-21**  **£** | | April |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | May |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | June |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | July |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | August |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | September |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | October |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | November |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | December |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | January |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | February |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | March |  |  |  |  |  |   **Total phasing of governor’s aided expenditure in each financial year**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **2018-19**  **£** |  | **2019-20**  **£** |  | **2020-21**  **£** |  | **Total governors’ aided expenditure £** | |  |  |  |  |  | **=** |  | |  |  |  |  |  |  |  | |

## Section 6: Certification

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **The governing body are 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 sign the Governing Body’s consultant declaration below.**  **I/We certify that:**   * the information on this form is correct; * the drawings and specifications comply with the current Education (School Premises) Regulations and current DfE recommended constructional standards; * where the project cost exceeds a specified value (currently £3,861,932 excluding VAT), we confirm we have investigated the requirements of EU legislation; * the work complies with the Workplace (Health, Safety and Welfare) Regulations 1992; * the appropriate requirements of the Construction Design and Management Regulations 1994 have been met; * the project has received building regulation approval.   **A. Consultant or Chair of Governing Body** (where a consultant has not been appointed) | | | | | | | | | | | | |  |
|  | Name (CAPITALS please) | | |  | Signed | | | | |  | Date | | |  |
|  |  | | |  |  | | | | |  |  |  |  |  |
|  |  | | |  |  | | | | |  |  |  |  |  |
|  | Position held |  | Telephone number | | | | |  | Fax number | | | | |  |
|  |  |  |  | | | | |  |  | | | | |  |
|  |  | | |  |  | | | | |  |  |  |  |  |
|  | Name of firm | | | | |  | Email address | | | | | | |  |
|  |  | | | | |  |  | | | | | | |  |
|  | **Please remember Section 6B also needs completing before the form can be processed.** | | | | | | | | | | | | |  |

## Section 6: Certification (continued)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **B. School Governing Body** (or trustee/diocese authorised to act on their behalf)   * The governing body has discussed the project details with the Local Authority who have agreed the project details entered on this form, including their financial liability (if applicable). 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 accommodation is not due to be abandoned, replaced or otherwise made surplus and the school is not expected to close. | | | | | | | | | | | | | | | | |  |
|  | Name (CAPITALS please) | | |  | Signed | | | | | | |  | Date | | | | |  |
|  |  | | |  |  | | | | | | |  |  | |  | |  |  |
|  |  | | |  |  | | | | | | |  |  | |  | |  |  |
|  | Position |  | Telephone number | | | | |  | Fax number | | | | | | | | |  |
|  |  |  |  | | | | |  |  | | | | | | | | |  |
|  | Project contact for correspondence: | | | | | | | | | | | | | | | | |  |
|  | Name (CAPITALS please) | | | | |  | Address | | | | | | | | | | |  |
|  |  | | | | |  |  | | | | | | | | | | |  |
|  |  | | | | |  |  |
|  | Email address | | | | |  |  |
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**Please also complete the bank details section on the following page**

## Section 7: 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.gov.uk](mailto:Approvals.VA@education.gov.uk) (please ensure that the form is signed before emailing it to us)  Alternatively you can send the form to:  Capital Funding Team  Department for Education  Bishopsgate House  Level 1  Feethams  Darlington  DL1 5QE |  |