

Appendix 1: Priority School Building Programme 2 (PSBP2) – information required for expression of interest

User Registration			
Field Name	Field Type	Mandatory	Help Notes
Name	Free Text (50 Characters)	Yes	The contact provided should be the person the Department can contact in the event of any query about the application.
Email Address	Email Format	Yes	
Password	Free Text	Yes	
Position	Free Text (50 Characters)	Yes	
Organisation / School	Free Text (50 Characters)	Yes	
Telephone	Numeric (11 Characters)	Yes	

Section A: School			
Field Name	Field Type	Mandatory	Help Notes
1. Unique Reference Number	Input at login	Yes	<p>School's / academy's unique 6 digit reference number. If you do not have this, it is available on the DfE website within Edubase. Email PSBP2.EFACAPITAL@education.gsi.gov.uk if you continue to have a problem in finding the correct URN for the school, or if the details that the system generates are incorrect.</p> <p>It is critical to get this right otherwise it will bring forward the wrong school's information. If incorrect information is brought up please recheck the URN on the DfE's Edubase site before emailing PSBP2.EFACAPITAL@education.gsi.gov.uk for assistance.</p>
2. Local Authority	Automatic Fill - Edubase based on the above data	Yes	Local authority area – data taken from Edubase.
3. Establishment Number	Automatic Fill - Edubase based on the above data	Yes	School's unique establishment number – data taken from Edubase.
4. Name of School /Academy / Sixth Form College	Automatic Fill - Edubase based on the above data	Yes	School name - data taken from Edubase.
5. Type of Establishment	Automatic Fill - Edubase based on the above	Yes	Community, academy, etc - data taken from Edubase.

Section A: School			
Field Name	Field Type	Mandatory	Help Notes
	data		
6. Phase of Education (eg. primary, secondary, sixth form)	Automatic Fill - Edubase based on the above data	Yes	Data taken from Edubase.
7. Age Range	Automatic Fill - Edubase based on the above data	Yes	Current age range of the school - data taken from Edubase.
8. Name of Academy Sponsor (if applicable)	Free text (50 Characters)	No	Provide academy sponsor.
9. If rebuild would facilitate co-location, please provide the URN of the proposed co-located school.	Numeric (6 Digit)	No	If a co-location has been planned with another school please provide a URN number. In order for the co-location to be funded by the PSBP, both schools would need to meet the high bar we are setting for inclusion in the programme. Should this not be the case, we will work with the local authority concerned to identify how local funding can be used to support the proposed co-location.
10. Name of proposed co-located school	Automatic Fill - If a URN is inserted above then show school name here	Yes if 9 is completed	

Section A: School			
Field Name	Field Type	Mandatory	Help Notes
11. Please confirm that all URNs provided in this form are correct and match with the school name.	Checkbox (Yes)	Yes	Please contact the PSBP2 team by email PSBP2.EFACAPITAL@education.gsi.gov.uk , if the URN is not generating the correct school names.
12. Please confirm all the details generated automatically in this form are correct.	Radio Button (Yes; No)	Yes	If information is incorrect, please contact the PSBP2 team by email PSBP2.EFACAPITAL@education.gsi.gov.uk and provide the correct details.
13. Is this school part of an existing PFI Contract?	Radio Button (Yes; No)	Yes	Some schools have been constructed through a private finance initiative. If your school is part of an existing PFI contract / scheme, please state yes.
14. If the answer to question 13 is "yes", please provide details of which contract it is part of.	Free Text (100 words)	No	Please provide the name of the existing PFI contract / scheme that the school is part of. If available please provide dates of contract commencement and cessation.

Section B: Support for expression of interest			
Field Name	Field Type	Mandatory	Help Notes
15. Please confirm you understand the contract to be procured will be delivered via a central body (or by a centrally determined alternative value-for-money route).	Radio Button (Yes; No)	Yes	<p>If 'No' is selected it will preclude the school from being part of PSBP2.</p> <p>As is the case in the current priority school building programme, we expect this second phase to be centrally managed by the Education Funding Agency. However, in some cases, for example where funding is agreed to</p>

Section B: Support for expression of interest			
Field Name	Field Type	Mandatory	Help Notes
			address smaller individual buildings we may agree a locally delivered solution may present best value for money. The final decision on value for money will remain with the EFA.
16. Baseline designs have been developed by the EFA and have been successfully used as part of the original Priority School Building Programme. The intention is to continue with these for the new phase. Please therefore confirm you understand building designs will be based on these baseline designs.	Radio Button (Yes; No)	Yes	<p>If 'No' is selected it will preclude the school from being part of PSBP2.</p> <p>Builds will be subject to a limited amount of local choice, site constraints and planning requirements.</p> <p>Guidance on the baseline designs is available on the EFA website https://www.gov.uk/government/publications/baseline-designs-for-schools-guidance.</p>
17. Please confirm you understand that if you are seeking to expand provision as part of a PSBP2 project, there will be a need to bring PSBP2 funding together with local Basic Need funding so that this can be done.	Radio Button (Yes; No)	Yes	<p>Where there is a good case for increasing the size of the school at the same time as addressing the condition, we will work closely with the local authority to bring our funding together with local basic need funding so that this can be done.</p> <p>If 'No' is selected it will preclude the school from being part of PSBP2.</p> <p>If you are not seeking to expand provision please still enter "yes".</p>

Section B: Support for expression of interest			
Field Name	Field Type	Mandatory	Help Notes
18. If this expression of interest is submitted by a body other than a local authority, please confirm that you have discussed any expansion plans with your relevant local authority and that there is agreement in principle to the LA contributing its basic need funding.	Radio Button (Yes; No)	No	Where a school, faith body, or multi-academy trust is applying directly, you must obtain agreement in principle from the local authority that it can supply basic need funding to support any expansion proposals.

Section C: Existing Pupil Places			
Field Name	Field Type	Mandatory	Help Notes
19. 2013/14 total capacity	Numeric (4 Digit)	Yes	Please provide the school's total capacity figure. This should be consistent with the figure being reported in the local authority's 2013/14 school capacity data collection (SCAP) return. This figure should not include nursery provision.
20. 2013/14 admission number	Numeric (3 Digit)	Yes	
21. Local authority funded two year old provision – FTE as reported in January Census	Numeric (3 Digit)	Yes	Include full time equivalent places that are funded by the local authority. Please be aware that PSBP2 will not fund the replacement of private nursery facilities.
22. Local authority funded nursery places (3-5yrs) – FTE	Numeric (3 Digit)	Yes	Include full time equivalent places that are funded by the local authority. Please be aware that PSBP2 will not

Section C: Existing Pupil Places			
Field Name	Field Type	Mandatory	Help Notes
as reported in January Census			fund the replacement of private nursery facilities.
23. Do you have any current bulge classes?	Radio Button (Yes; No)	Yes	Please answer yes if you have increased any year groups on a temporary basis (by a form of entry – 30 places).
24. Please provide further details on any bulge classes	Free text (500 words)	Yes if previous field is “Yes”	Provide school year and numbers in each bulge class and when you expect these places to no longer be required (i.e. when the bulge will have moved through the school).
25. Current pupil numbers: Specialist SEN Provision (ambulant)	Numeric (3 Digit)	Yes	Pupils who do not require a wheelchair for mobility.
26. Current pupil numbers: Specialist SEN Provision (non-ambulant)	Numeric (3 Digit)	Yes	Pupils who require a wheelchair for mobility.
27. Type of SEN Provision provided by the school through a specialist unit or as a whole special school	Text Drop down menu – select one or more Drop down menu content: • Specific Learning	No	Please select the most relevant SEN provision(s) provided by the school. Note we are only looking for the main specialist provision and only that which is provided in a SEN Unit, or Special School.

Section C: Existing Pupil Places			
Field Name	Field Type	Mandatory	Help Notes
	Difficulty (SpLD) <ul style="list-style-type: none"> • Moderate Learning Difficulty (MLD) • Severe Learning Difficulty (SLD) • Profound and Multiple Learning Difficulty (PMLD) • Behaviour, Emotional and Social Difficulty (BESD) • Speech, Language and Communication Needs (SLCN) • Autistic- 		

Section C: Existing Pupil Places			
Field Name	Field Type	Mandatory	Help Notes
	spectrum disorder (ASD) <ul style="list-style-type: none"> • Hearing Impairment (HI) • Visual Impairment (VI) • Multi-sensory Impairment (MSI) • Physical Disability (PD) 		
28. Provide details of any further accommodation located on the school site not included in the provision above which may have an impact on the delivery of a building programme. For example, SureStart accommodation, Specialist LA facilities, privately funded nursery provision, swimming pool, shared leisure facilities,	Free text (500 words)	Yes	Provide details of any other function(s) that is based on the school's site that is not fully part of the statutory education provision. If there is none please include a nil return.

Section C: Existing Pupil Places			
Field Name	Field Type	Mandatory	Help Notes
childrens' centres, or any other community facilities.			

Section D: Proposed expansion (funded through local authority's basic need funding)			
Field Name	Field Type	Mandatory	Help Notes
29. Proposed additional capacity (all school including nursery)	Numeric (4 Digit)	No	Provide details of the number of places (in FTE) you wish to add through this proposal. Please note that this will be subject to working with the local authority to bring together basic need funding with PSBP funding so that this can be achieved.
30. Proposed additional capacity: two year old provision - number of FTE	Numeric (3 Digit)	No	
31. Proposed additional capacity: nursery (3 to 5 year olds) - number of FTE	Numeric (3 Digit)	No	
32. Proposed additional capacity: primary year R to year 6	Numeric (4 Digit)	No	If you are providing pupil information for a Middle or All-through School, please split Primary and Secondary age pupils between the relevant boxes.
33. Proposed additional capacity: secondary year 7 to year 11	Numeric (4 Digit)	No	
34. Proposed additional capacity: sixth form	Numeric (4 Digit)	No	

Section D: Proposed expansion (funded through local authority's basic need funding)			
Field Name	Field Type	Mandatory	Help Notes
35. Proposed additional capacity: specialist SEN provision (ambulant)	Numeric 3 Digit	No	Pupils who do not require a wheelchair for mobility.
36. Proposed additional capacity: specialist SEN provision (non-ambulant)	Numeric (3 Digit)	No	Pupils who require a wheelchair for mobility.

Section E: Details of school			
Field Name	Field Type	Mandatory	Help Notes
37. How many buildings within the school site(s) do you wish to be considered for PSBP2?	Dropdown (Contains Values from 1 – 30)	Yes	<p>Please state the number of buildings within the school site that you wish to be considered for PSBP2.</p> <p>Applicants should focus on those buildings which enable the school to function safely and effectively.</p> <p>Relevant buildings include: teaching spaces, dining & sport facilities, administration offices, mechanical and electrical plant rooms.</p> <p>Applicants will need to use judgement about what constitutes an individual building. Where buildings are joined by a link corridor, this should count as two buildings. Where an individual building has been</p>

Section E: Details of school			
Field Name	Field Type	Mandatory	Help Notes
			<p>extended, giving rise to elements of different age and construction type, applicants will need to make a judgement about whether to break this down into individual blocks for the purposes of this expression of interest.</p> <p>Buildings should not include: caretakers' houses, or the actual link corridors.</p>
38. Please upload a site plan for the school. If the school is located on a number of different sites please upload a separate plan for each site.	Upload Document	Yes	The site plan needs to clearly show the full extent of the boundary for the site and all of the buildings on it. It will need to identify each building on the school site, and for each building you wish to be included in PSBP2, please ensure the plan is marked with the relevant reference number used in section F below.
39. Existing gross internal floor area (GIFA) M ² of the entire site	Numeric (5 Digit)	Yes	<p>Some applicants may not have access to the GIFA information easily. However, please endeavour to provide this information as it will help us identify the specific building against any data we hold.</p> <p>GIFA information will normally be available within survey reports, Asset Management Plans or previous bids for capital funding.</p>
40. Please confirm that if the freehold of any land comprising the site is owned or held on trust by a party	Radio Button (Yes; No; Not applicable)	Yes	Academies occupying local authority land by means of a 125 year lease, and church schools with playing fields still held by the authority will need to ensure they consult the relevant local authority.

Section E: Details of school			
Field Name	Field Type	Mandatory	Help Notes
other than the party applying for the programme, that party has consented to the application and understands this may involve building and other work on their land.			

Section F: Details of buildings with a condition need that you are seeking to be addressed through PSBP2 – please do not enter for buildings in good condition.			
Field Name	Field Type	Mandatory	Help Notes
41. Does this building require either complete rebuild or major refurbishment work to address condition?	Radio Button (Yes; No)	Yes	Please confirm that the work to be carried out on this building is of such significance that it requires rebuilding or major refurbishment. The actual nature of the work to be undertaken will be determined at feasibility stage.
42. Briefly provide details of the significant condition need which requires a rebuild or major refurbishment and why it needs to be done to keep the building safe and functional.	Free text ((500 words)	Yes if the answer to Q 41 is yes	Briefly provide clear reasons for the existing significant condition need which would necessitate a whole building rebuild or major refurbishment.
43. Building Reference Numbers	Drop down (Pre-populated from 1 up to 30)	Yes	Ensure the building reference is the same as that indicated on the site plan you upload.
44. Building Description / Use	Drop down	Yes	

Section F: Details of buildings with a condition need that you are seeking to be addressed through PSBP2 – please do not enter for buildings in good condition.			
Field Name	Field Type	Mandatory	Help Notes
(Please specify <u>main</u> use only).	menu (only one can be selected) <ul style="list-style-type: none"> • Science • Music & Art • Design & Technology • Hall • PE • General Learning Area • Activity Studios • Sports Hall • SEN & Support Space • Dining • Library • Admin • Plant • Other 		
45. Please specify any secondary uses of the building.	Drop down menu (allows	No	

Section F: Details of buildings with a condition need that you are seeking to be addressed through PSBP2 – please do not enter for buildings in good condition.			
Field Name	Field Type	Mandatory	Help Notes
	multiple selections) <ul style="list-style-type: none"> • Science • Music & Art • Design & Technology • Hall • PE • General Learning Area • Activity Studios • Sports Hall • SEN & Support Space • Dining • Library • Admin • Plant • Other 		
46. If you have selected “other” in either of the questions above, please provide further details.	Free text (200 words)	No	

Section F: Details of buildings with a condition need that you are seeking to be addressed through PSBP2 – please do not enter for buildings in good condition.			
Field Name	Field Type	Mandatory	Help Notes
47. Gross Internal Floor Area (GIFA) M ² of existing building.	Numeric (5 Digit)	No	<p>Some applicants may not have access to the GIFA information easily. However, please endeavour to provide this information as it will help us identify the specific building against any data we hold.</p> <p>GIFA information will normally be available within survey reports, Asset Management Plans or previous bids for capital funding.</p>
48. Does the building have a significant structural issue that affects the integrity of the building such that it necessitates the rebuild or refurbishment of the whole building?	Radio Button (Yes; No)	Yes	<p>Applicants should focus on significant structural issues that affect the integrity of the building (e.g. structural issues with a supporting wall) and which would necessitate a full rebuild or major refurbishment of the whole building. This should be supported by a structural survey.</p>
49. Please attach your structural survey.	Upload document	Yes if previous field is “Yes”	<p>We would expect that in most circumstances the school or applying body will have previously commissioned a structural survey to manage the issue. The survey should be a document prepared by a Chartered Building Surveyor, Chartered Engineer, or similar property professional consultant.</p> <p>We do not anticipate that schools or applying bodies will have to undertake any further surveys as part of this expression of interest process.</p>

Section F: Details of buildings with a condition need that you are seeking to be addressed through PSBP2 – please do not enter for buildings in good condition.			
Field Name	Field Type	Mandatory	Help Notes
50. Does the building have a significant asbestos issue such that the costs of managing it are excessive and where addressing it would necessitate a full rebuild or major refurbishment of the whole building?	Radio Button (Yes; No)	Yes	<p>We understand that many schools have asbestos on site, and all schools will have an Asbestos Management Plan. However, the Priority School Building Programme is not an asbestos removal programme and so we will only seek to consider buildings where:</p> <ul style="list-style-type: none"> • the presence of asbestos means the annual costs of managing it are excessive; • there are a significant number of building elements containing asbestos which are at a high risk of damage and therefore potential disturbance of the asbestos; and • there is widespread contamination which means repair is not a feasible solution, and a whole rebuild or major refurbishment is therefore warranted. <p>The school's asbestos register, asbestos management plan and specific asbestos surveys will need to be submitted to support the application if you have answered "yes".</p>
51. Have you already uploaded	Radio Button	Yes	Where the school's asbestos register, asbestos

Section F: Details of buildings with a condition need that you are seeking to be addressed through PSBP2 – please do not enter for buildings in good condition.			
Field Name	Field Type	Mandatory	Help Notes
an asbestos register, asbestos management plan or any asbestos surveys for this school?	(Yes, No)		management plan and relevant asbestos surveys cover all relevant buildings that you are seeking to be addressed through PSBP2, they only need to be submitted once.
52. Please attach your asbestos register, asbestos management plan and any specific asbestos survey report.	Upload document(s)	Yes, if answer to 50 is yes and answer to 51 is no.	Submit your asbestos register, asbestos management plan or asbestos surveys which will enable us to consider the significance of the issue.
53. Since 2011 has there been total capital expenditure of over £0.5m on the building to address condition need?	Radio Button (Yes; No)	Yes	This does not just refer to single projects in excess of £0.5m, but rather to cumulative capital expenditure from all available sources.
54. Provide the amount of this expenditure.	Numeric monetary value £	Mandatory if yes to Q53	This does not just refer to single projects in excess of £0.5m, but rather to accumulated capital expenditure from all available sources. The amount can be rounded to the nearest £'000.
55. Please provide date of the most recent capital expenditure on this building.	Date format MM/YYYY	Mandatory if yes to Q53	

Section F: Details of buildings with a condition need that you are seeking to be addressed through PSBP2 – please do not enter for buildings in good condition.			
Field Name	Field Type	Mandatory	Help Notes
56. Briefly provide details of the works undertaken.	Free Text (200 words)	Mandatory if yes to Q53	Provide details of individual projects undertaken including relevant dates, type of works undertaken and costs involved.
57. Since 2011, has there been any material change (e.g. fire, flood or other significant events) which resulted in an impact on the condition need of the building which would make it a necessity for a complete rebuild or a major refurbishment.	Radio Button (Yes; No)	Mandatory	
58. Please provide the details of the significant material change.	Free Text (500 words)	Mandatory if answer to Q57 is yes	Please explain the cause of the material change (e.g. fire, flood or other significant events) and why its overall impact on the condition need of the building is such that it requires a complete rebuild or a major refurbishment.
59. Provide estimated costs for resolving this condition need (if known).	Numeric monetary value £	No	This relates to the need identified at 57 and 58.
60. Please provide date of when you became aware of this significant material change.	Date format MM/YYYY	Mandatory if answer to Q57 is yes	Date should be for an event after 2011 only.

