**School Building Work Notification Form**

The school has a duty to inform Bradford Council, as the landlord, of any building work taking place across it’s estate to obtain approval. Please complete this form and send to the following email address [lee.anne.sagar@bradford.gov.uk](mailto:lee.anne.sagar@bradford.gov.uk) prior to starting any work on site. Please mark  where indicated.

1. **School details**

|  |  |
| --- | --- |
| **School Name and Address** | **School URN** |

Proposed project (As previously described):

**Intended start date and duration of works:**

F

1. **Procurement**

What is the estimated cost of the project and the source of funding?

|  |  |
| --- | --- |
| Estimated Cost of Works £ | Source of Funding |

Please confirm the chosen procurement route will follow the requirements of school Standing Orders?

Yes  No

Refer to <https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=287> for School Financial Procedures.

1. **Approvals (internal/external)**

Has the project been approved by the governing body/Chair of Governor Yes  No

If No, please explain why below;

It is important to ensure minimal disruption to the delivery of education, Therefore, please confirm no closure days are necessary for the completion of this work.

No, closure days are necessary

Yes, closure days are required  If yes, how many

If school closure is required, please confirm approval has been sought from the Assistant Director, Education and School Improvement.

Yes

If No, you must obtain approval from - [judith.kirk@bradford.gov.uk](mailto:judith.kirk@bradford.gov.uk).

Does the project require planning approval? Contact [planning.enquiries@bradford.gov.uk](mailto:planning.enquiries@bradford.gov.uk) for advice.

Yes  No  Planning Application Number …………….……

Is your school within a Conservation Area or a Listed Building. Contact [conservation@bradford.gov.uk](mailto:conservation@bradford.gov.uk) for advice.

Yes  No

\*Do the planned works require Section 77 Approval (Protection of playing fields and public land)?

Yes  No

If yes, please explain below the impact of your proposal on external play areas;

Does the planned work require Building Regulations approval? Contact [buildingcontrol@bradford.gov.uk](mailto:buildingcontrol@bradford.gov.uk) for advice.

Yes  No  Building Regulations Number (if already applied)…………….……………

\*\*Does the planned work fall within the Party Wall Act 1996? see note

Yes  No

If yes, please explain below;

1. **Project Team Appointment**

\*\*\*Have you appointed a Principle Designer, Architect, Structural Engineer, Mechanical & Electrical Engineer, Project Manager, Building Contractor?

Yes  No  N/A

If yes, please provide name and details below;

Company Name

Address

Role

1. **Health & Safety**

\*\*\*Due to the changes to the Construction Design & Management (CDM) Regulations, as of April 2015. The budget holder or person instructing the works is the “Client” and has full responsibility for all legal duties and Health and Safety matters related to the proposed construction works.

Have you appointed a Principle Designer in writing?

Have you appointed a Principle Contractor in writing?

If so please give details of who you have appointed.

Yes  No  Have you implemented a full Health and Safety Management Plan. If yes, please supply a copy

For a free CDM Wizard App and further advice:

http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/

1. **Fire Risk Assessment**

During and following any building works, please confirm that an appointed person will update the fire risk assessment and fire evacuation plan.

Contact [tommy.conroy@bradford.gov.uk](mailto:tommy.conroy@bradford.gov.uk) or [Wisdom.Sateklah@bradford.gov.uk](mailto:Wisdom.Sateklah@bradford.gov.uk) for advice.

Please provide details below;

1. **Asbestos**

HSE legislation states, if your school was constructed pre-2000 you must have an asbestos report to determine if asbestos containing materials are likely to be affected by the work:-

Yes  No  if yes, please provide the report when returning this form

Contact [steve.thompson@bradford.gov.uk](mailto:steve.thompson@bradford.gov.uk) for advice.

1. **Asset Management Plans**

On completion of the works, as built drawings must be sent to lee.anne.sagar@bradford.gov.uk

*Note*

*\*Section 77 is the change of use or disposal of any play area or public land*

*\*\** Party Wall Act 1996 *(If you intend to carry out construction or alterations which involve:*

1. *Work on a wall, floor or ceiling shared with another property*
2. *Building on the boundary of another property*
3. *Excavations within 6 metres of an adjoining building*

*You may find that the works fall within the scope of this Act. If it does you must serve Statutory Notices on all those defined by the Act as adjoining owners.*

*This is quite separate from any need for Planning Permission and/or Building Control approval)*

*\*\*\*CDM places legal duties on virtually everyone involved in the construction process including Clients, Designers, Principle Contractors and Workers. The F10 notification form is part of the CDM process, informing the Health & Safety Executive of a construction project.*

**Works must not commence without obtaining Permission to Proceed with the proposed scheme. Without permission, schools are at risk of not meeting current regulations, which could result in fines or additional costs if rectification works are required.**

|  |  |
| --- | --- |
| Name and Contact details: | Date: |