**School Building Work Notification Form**

The school has a duty to inform Bradford Council, as the landlord, of any building work taking place across the estate. Can you please complete this form and send to the following email address lee.anne.sagar@bradford.gov.uk prior to starting any work on site. Please mark [x]  where indicated.

1. **School details** (Please note this form is to be completed by all Schools)

School URN

School Name

Type of project: Maintenance School Place Expansion Demolition Other [ ]  [ ]  [ ]  [ ]

Please provide a brief description of your proposed project, providing as many details as possible:-

(max 150 words)

Intended start date and duration of works:

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 [ ]

If No, please explain why below?

1. **Project Team**

Have you appointed Architects/Project Managers/Contractors etc.? Yes [ ]  No [ ]  N/A [ ]

If yes, please provide name and details below

Company Name/Address/Role

1. Approvals (external)

**Approvals (external)**

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, please confirm approval has been sought from the Assistant Director for school improvement

Yes [ ]  No [ ]

Will the project require planning approval?

Yes [ ]  No [ ]  Planning Application Number (if already applied) …………….……

Does the planned work require Building Regulations approval?

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

Do the works require section 77 approval\*\*?

Yes [ ]  No [ ]

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

1. **Health & Safety**

Do the Construction Design & Management (CDM) Regulations apply to the project

Yes [ ]  No [ ]  if yes, please attach a copy of the F10\*\*\* when returning this form

1. **Fire Risk Assessment**

During and following any building works, please confirm a fire risk assessment will be undertaken and any fire evacuation plans will be updated

Yes [ ]  No [ ]  if yes, please provide details below

if yes, please provide details below

1. **Asbestos**

Has an inspection been carried out by the Councils Asbestos Section to determine if asbestos containing materials are likely to be affected by the work:-

Yes [ ]  No [ ]  if yes, please provide survey results when returning this form

1. **Accessibility (for example a new access ramp for wheelchair users)**

Does the project require alterations to the premises in order to comply with the Disability Discrimination Act 1995 and/or the Equalities Act 2010.

 Yes [ ]  No [ ]

if yes, please provide details below

1. **Asset Management Plans**

Will the proposed works affect the asset management plans for:-

Condition Yes [ ]  No [ ]

if yes please explain how below

Change in Suitability Yes [ ]  No [ ]

if yes please explain how below

Change in Capacity Yes [ ]  No [ ]

if yes please explain how below

Note

\*(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)

\*\*Section 77 is the change of use or disposal of an external play area for example a playing field

\*\*\*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.