



Children's Services: Development Project Approval Form (PAF)

Approval for a school to spend Devolved Formula Capital (DFC) or other funding on school building and site improvement projects.

Background

What is this form for?

Schools **must** submit a form to their Children's Services Development Contact Officer (DO) to gain agreement to any type of self-funded capital works to maintained school buildings and sites, other than those funded under the Council's Capital Programme. This requirement is for all capital works funded through Devolved Formula Capital (DFC) contributions, delegated budgets, specialist bids, donations or private funds (including any combination of these sources) and is subject to internal audit.

The Children's Services Development Contact Officer will also confirm that Landlord approval is given for a proposed project from Property Services (Corporate Resources). Please also see DFC tab for clarification of appropriate projects.

When should a school send this form in?

Three suggested steps to follow prior to submission of the form.

- The school should have an early discussion with a Development Contact Officer re scope, impact and possible cost of proposed project.
- The school should have a building related professional discussion with Property Services (usually the Area Surveyor) to include any of the technical details in Section 5 which are appropriate to your proposed project.
- The project should be competitively tendered or DCC Property Services asked to quote for the work and management of it. When the school is in receipt of the tenders or Property Services quote the PAF should then be submitted to the Development Contact Officer

(It is assumed that the school has followed DCC Financial Regulations).

What information is it important to provide?

The Development Contact Officer will want to know details about the proposed project, especially the impact it will have on the condition, suitability and sufficiency of the school (see Section 4).

It is important to be clear about who has provided you with professional building related advice, who will manage the project and who will be contracted to do the work. There are also technical details required that you may need professional building advice to answer (see Section 5).

Please provide copies of specifications, drawings and estimates where available.

How are you funding this work (DFC, other funding etc) and for what amount? Please state if the form relates to a joint match funding or risk management bid.

Who will be the lead designer and / or project manager for the project?

If the project has been tendered – which companies have tendered?

What is the estimated start on site and completion dates?

Section 3: Professional building advice received

Please give details of who you have spoken to and the advice they have given you in relation to the project both in general and if necessary, specifically e.g. in relation to planning permission or asbestos etc (see section 5).

Section 4: Condition and sufficiency details

Condition: Has the proposed work been identified by the Area Surveyor in the Condition Survey? As a general rule of thumb: DFC funding should be spent on a school's most pressing capital priorities as identified in their Asset Management Plan. The highest priority should always be given to condition type works especially those that have an impact on Health & Safety.

Sufficiency: Will the proposed work result in:

- Changes to the teaching area? (as highlighted in Section 2)

- A change to the net capacity of the school? Please discuss this with the Development Contact Officer who may well be able to advise given the information required.

- A change to the area required for playing fields/playgrounds/team games area (School Premises Regulations)? If so, please provide a site plan showing the proposed changes.

- A change to the number of sanitary fittings e.g. toilets, wash basins (School Premises Regulations). If yes, please provide numbers of girls, boys, staff and disabled toilets that will be in place after completion of the proposed project. (A guidance note on toilet provision is available from your Development Contact Officer).

Section 5: Health & Safety and Technical Details

N.B: In answering any of the following questions please give appropriate details to help the Development Contact Officer consider and approve your project. Schools should note that they are a commercial site and not domestic. Your Area Surveyor is the best placed person to discuss this with you.

(a) Planning permission – will this be required?		
(b) Building regulations – are these required?		
(c) Health & Safety: Construction Design & Management (CDM regulations, 2015). As a client for the works, the school has the following CDM responsibilities and has to adhere to the following regulations: Make suitable arrangements for managing a project, including making sure: <ul style="list-style-type: none"> • other duty holders are appointed as appropriate • sufficient time and resources are allocated Make sure: <ul style="list-style-type: none"> • relevant information is prepared and provided to other duty holders • the principal designer and principal contractor carry out their duties • welfare facilities are provided 		
Is the project notifiable to the HSE (Form F10)?		
(d) Asbestos Control: Has an asbestos demolition and refurbishment survey been undertaken?	Yes	No
(e) Legionella Control: Does the proposed work involve alterations to any water installation?	Yes	No
(f) Electric Installation: Does the proposed work involve alterations to the electrical installation?	Yes	No
(g) Gas Installation: Does the proposed work involve alterations to the gas installation?	Yes	No
(h) Risk Management: Does the proposed work have implications for safeguarding/school security?		

<p>(i) Fire Safety (Regulatory Reform Fire Safety Order 2005): Does the proposed work:</p> <ul style="list-style-type: none">- affect the existing operational fire risk assessments?
<p>- affect the existing Building & Technical Fire Risk Assessment?</p>
<p>(j) Equality Act 2010 (formerly Disability Discrimination Act – DDA):</p> <ul style="list-style-type: none">- Does the proposed work have implications for DDA? Accessibility for all pupils and adults should be considered in all schemes. Providing plans to your Development Contact Officer can facilitate a quality check prior to proceeding.

What to do now.

Please submit this form by email to Judith Holmes, Children’s Services Development: judith.holmes@derbyshire.gov.uk. Your Development Contact Officer will share it with your Area Surveyor and endeavour to reply within 10 working days.