



DIOCESE OF **Hexham & Newcastle**  
DEPARTMENT FOR EDUCATION

**Application to use  
Devolved Formula Capital**

*Please fully complete pages 1 to 4. Complete a separate form for each project.*

School name	
School location	
School U.R.N.	
Headteacher	
Local Authority	
Form completed by	

Project title	
Project type	
Description of project:	
Planning Permission Needed	
Name of consultant	
Guideline cost estimate	
VAT (20%)	
Professional Fees	
Please indicate how the 10% contribution will be funded:	

Date work due to start on site	
Contract period (weeks/months)	

Three lowest tenders	Contractor	Tender
	1. -----	£-----
	2. -----	£-----
	3. -----	£-----

Financial Liabilities	Amount	DFC (tick)
Building work		
VAT		
Professional Fees		
VAT on Professional Fees		
Furniture, fixtures and fitting (inc. VAT)		
TOTAL	£	

**PLEASE COMPLETE:**

The governing body is 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 also sign the governing body's consultant declaration at A below. I/We certify that this form is correct and that the project will comply with all relevant statutory requirements including those listed below:

- Education (School Premises) regulations 1999;
- The Workplace (Health, Safety and Welfare) Regulations 1992;
- The Construction (Design and Management) Regulations 1994;
- Building Regulations 2000 (SI 2000/2531) as amended;
- Disability Discrimination Act 1995 Parts 3 and 4: as amended by The Special Educational Needs and Disability Act 2001;
- Diocesan Board of Education Measures 1991 (Church of England Schools only).
- Where the cost of work exceeds the current OJEU threshold we confirm we have followed the EU procurement rules.
- Where the cost of services exceeds the current OJEU threshold we confirm we have followed the EU procurement rules.
- That professional fees do not exceed 15% of the governors aided building work costs.

**A. Consultant or Chair of governing body** (where a consultant has not been appointed)

Name (CAPITALS please)	Signed	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of firm	Email address	
<input type="text"/>	<input type="text"/>	

**B. School governing body** (or trustee/diocese authorised to act on their behalf)

We have agreed the project with the Local Authority including their financial liability.

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 premises are not due to be replaced, made surplus, abandoned or closed.

We confirm that governors' contribution will be met from the following:

School Budget	£
Parish	£
Other sources – please specify:	£

Please sign

<u>Signature:</u>	Headteacher
<u>Signature:</u>	Parish Priest

**Please return to:**

[education@diocesehn.org.uk](mailto:education@diocesehn.org.uk)

**or**

**Education Department, Diocese of Hexham and Newcastle, West Road, Newcastle upon Tyne, NE15 7P**