

and

4. Design information, including:

- a site plan showing the outline of the site, surrounding properties and access routes at a minimum scale of 1:1250
- floor plans showing your proposals at a minimum scale of 1:100
- external elevations of any new buildings proposed at the same scale as the floor plans (or perspectives if only external works)
- section through key parts of building to the same scale as the plans and elevations
- colour photographs (or colour copies) of the existing site or buildings.

and

5. Design team statement

A written statement from the design team, which should include where appropriate, the following:

- a description of the proposed method of construction with an explanation of why the types of materials and services are appropriate and including an outline of the project specification;
- an explanation of how the design meets the requirements of the design brief and the specific needs of the proposed users;
- details of access arrangements, including an explanation of how the building and the site will allow access to, and use by, people with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300, for example ramped access, induction loops, disabled toilets, clear signage, lifts, and details of other public access issues;
- details of how sustainable development has been accounted for in the design, materials and building services, for example proposals to use low-energy products or services;
- details of any project constraints, including any design issues that have yet to be resolved;
- an approximate schedule of areas; that is the number of rooms and their uses, external areas and their uses.

and

6. A cost estimate

A budget cost estimate (produced either by a registered professional quantity surveyor, building surveyor or other suitably qualified professional) using square metre rates and identifying allowances made for abnormal costs (for example, poor ground conditions) and separately stating the cost of external works, preliminaries, contingencies and inflation.

and

7. A cash flow forecast

A cash flow forecast for the capital project expenditure and income.
The following expenditure items should be identified separately:

- land, construction/refurbishment
- non-recoverable VAT, project contingency
- inflation allowances and professional fees
- income from different sources.

and

8. Programme for the capital project

A project timetable, in a Gantt chart, showing the principal feasibility, planning, design, construction and commissioning activities.

and

9. A copy of the planning consent for the proposed building

and

10. Details of the site appraisal

Relevant site investigations (including ground conditions, drainage and services) and surveys of existing buildings undertaken by competent professionals.

and

11. Details of the project team members, including:

- the names and organisation addresses of the building professionals employed with details of their relevant experience and a copy of their professional indemnity insurance certificates
- an explanation of the role and responsibility of the project team members from your organisation and from your professional advisors or consultants, including confirmation of who will have overall responsibility, both within your organisation and within the consultant team, for project managing the capital project.

and

12. Project management strategy and procedures

A written statement explaining how the project will be managed, what controls there will be to make sure that the capital project meets the timetable and the budget. Include details of:

- the expected procurement strategy
- the proposed change control procedures
- how progress on the capital project will be reported and reviewed
- how risks will be assessed and what management procedures will be adopted, highlighting the current risks to the project in a risk log
- how the costs of the project will be managed and the income and expenditure budgets regularly monitored.

and

13. The completed security documentation you have requested to meet the legal requirements under the standard terms and conditions for capital grants

B Tick the boxes to confirm that: Yes

- you have contacted HM Revenue and Customs to see whether VAT is payable on the project
- building regulations approval has been/will be obtained (delete as appropriate)
- the CDM Regulations legislation has been complied with in so far as it is applicable to the development of the project to date
- where the property is held on lease, the landlord has given formal consent to any proposed works
- a copy of your Site Waste Management Plan (outline) as per site waste management plan regulations April 2008. See www.envirowise.gov.uk

C Summary of capital costs

Provide a summary of the capital costs. The costs of land and building purchase, construction, nonrecoverable VAT, project contingency, inflation allowances, professional fees.

Capital cost item	Amount £
a. Land or building purchase	
b. Construction costs	
c. Refurbishment costs	
d. Furniture and equipment	
e. Professional fees	
f. Other costs *	
g. Inflation	
h. Contingency (minimum ten per cent)	
i. Non recoverable VAT	
j. Total capital cost	

* (please specify what these are in a separate note if including an amount in this box)

D Details of professional fees

Professional fees total	% of construction costs	Fee (£)	VAT (£)

E Breakdown of construction costs

Costs relating to fees and VAT should not be included in this section.

New build	
Gross floor area (GFA)	m ²
Substructure	£
Superstructure	£
Fixtures and fittings	£
Services	£
Total cost of new building(s) (A)	£
Cost per square metre (expressed as £/m ² GFA)	£ per m ²

Alterations or refurbishment	
Gross floor area (GFA)	m ²
Structural alterations or demolition	£
General improvements or finishes	£
Major repairs	£
Mechanical and electrical services	£
Total cost of alterations (B)	£
Cost per square metre (expressed as £/m ² GFA)	£ per m ²

External /environmental works and groundwork	
Demolition	£
Excavation	£
Ground clearance	£
Roads and car parking	£
Paths, paved areas and hard landscaping	£
Boundary walls and fencing	£
Site layout and planting	£
Mains services and drainage	£
Environmental improvement	£
Other	£
Total cost of external works (C)	£
Total cost of building works (A)+(B)+(C)	£

F Planning Information

Please tick the appropriate box:

planning permission is not required;

or

planning permission is required but has not yet been applied for;

or

planning permission is required and has been applied for but no decision has yet been made;

or

planning permission is required and I enclose a copy of the planning consent.

I certify that the information on this form is correct and that the design, risk assessments, drawings and specifications comply with current construction and health and safety legislation.

Signature of lead building professional

Date

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Name

Professional qualification

Name of practice

Address

Postcode

Phone

Fax

I certify that the information on this form is correct.

Signature of Chair, Chief Executive or person of similar responsibility within your organisation

Date

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Name

Position