

|  |  |  |  |
| --- | --- | --- | --- |
| **N1 (2013) - Request To Commission Construction Work Independently**  This form must be completed, and authorised, in all cases where a school wishes to arrange and commission construction work independently of the Local Authority (LA). | | | |
| **To Be Completed By The Head Teacher** | | | |
| When commissioning construction work independently, the School’s Governing Body has specific duties as the “Client” under Health and Safety Law. Before proceeding, any person or group acting as Client is legally obliged to make themselves aware of their responsibilities in this regard. By completing this form the Head Teacher and Chair of Governors are acknowledging their responsibilities and providing an indication of the arrangements in place to discharge them appropriately by engaging competent third parties to plan and manage the work safely. The process also enables the LA to update the Asset Management Plan thus discharging its statutory duty as employer and landlord. | | | |
| **It is essential to consult the N1 (2013) guidance notes before proceeding (ref: N1 G2013)** | | | |
| **SECTION A**: **Your school** **UPRN**.................................................................................................  **School Name**……………………………………………………………………..**Head Teacher**………………………………………………………………  **Address**………………………………………………………………………………………………………………………………………………………………….  **Tel No**……………………………………………………..**Email**………………………………………………………………………. | | | |
| **SECTION B**: **Your Project**  **Project Title**……………………………………………………………………………………………………………………………..  **Project Description** (continue on separate sheet if necessary)……………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………….  **Proposed Start Date**…………………………………….**Proposed Completion Date**………………………………………….  **Specifications:** Equipment specifications, installation requirements and detailed plans of work to be carried out must accompany this application (See section F) | | | |
| **SECTION C**: **Construction (Design & Management) Regulations 2007**   1. Are you (Head Teacher) aware of your legal duties as “Client” under CDM 2007?.................................. 2. Is the project notifiable under the above Regulations? \*........................................................................... | | **Yes** | **No** |
| 🞏 | 🞏 |
| 🞏 | 🞏 |
| \* If Yes please provide the name and contact details of the competent CDM Coordinator (CDM-C) and Principal Contractor appointed  for this project in the Notifiable Projects box below. If No please provide the name and contact details of the competent Construction Professional and/or Lead Contractor appointed for this project in the Non-notifiable Projects box. | | | |
| **Notifiable** Project **CDM-Co-ordinator**  Name………………………………………………………………..  Company……………………………………………………………  Address……………………………………………………………..  ……………………………………………………………………….  Tel:…………………………………………………………………..  Email……………………………………………………………….. | **Non-Notifiable** Project **Construction Professional**  Name……………………………………………………………  Company……………………………………………………….  Address…………………………………………………………  …………………………………………………………………..  Tel:………………………………………………………………  Email…………………………………………………………… | | |
| **Notifiable Project** **Principal Contractor**  Name………………………………………………………………..  Company……………………………………………………………  Address…………………………………………………………….  ………………………………………………………………………  Tel:………………………………………………………………….  Email………………………………………………………………. | **Non-notifiable** **Project** **Lead Contractor**  (if different from above)  Name………………………………………………………….  Company……………………………………………………..  Address……………………………………………………….  …………………………………………………………………  Tel:…………………………………………………………….  Email………………………………………………………… | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION D**: **Asbestos**   1. Is the current management asbestos survey adequate to enable the proposed works to be undertaken?........................................................................................................................................... 2. If No, have you made arrangements to commission the required refurbishment/demolition survey prior to proceeding?……………………………………………………………………………………………………………………. | | **Yes** | **No** |
| 🞏 | 🞏 |
| 🞏 | 🞏 |
| **SECTION E**: **Other Statutory Compliance Issues**   1. Has planning permission been obtained?………………………………………………………… 2. Has Building Regulations approval been obtained?………………………………................... 3. Upon completion, will the building/structure comply with the current requirements of the Workplace (Health, Safety & Welfare) Regulations?………………………………………….…. 4. Upon completion, will the building/structure comply with the current requirements of the Equality Act?………………………………………………………………………………………….. | **Yes** | **No** | **N/A** |
| 🞏 | 🞏 | 🞏 |
| 🞏 | 🞏 | 🞏 |
| 🞏 | 🞏 |  |
| 🞏 | 🞏 | 🞏 |
| **SECTION F**: **Enclosures**  **Please indicate which of the following documents you have provided in support of your application**  🞏Equipment specifications 🞏System Schematic Diagrams/Calculations 🞏 Construction drawings 🞏Other (please specify)  …………………………………………………………………………………………………………………………………………… | | | |
| **SECTION G**: **Headteacher’s Declaration**  I confirm that I am aware my duties as Client and that, on behalf of and in consultation with the Chair of Governors, I will do all that is reasonably practicable to ensure suitable management arrangements are in place for the life of the project including, ensuring that reasonable steps are taken to engage only competent appointees, such as those detailed within Section C of this document.  Print Name…………………………………………….Signed……………………………………………………Date……………… | | | |
| **SECTION H: Chair of Governor’s Authorisation:** I confirm that I am aware of my Client’s duties under CDM (2007) and hereby authorise the Headteacher to commission the project as described.    Print Name………………………………………….Signed…………………………………………………...Date……………… | | | |
| **Work must not commence until the Headteacher receives written authorisation to proceed from the Senior Landlord Officer. The Headteacher will be provided with a response to this application (by e-mail) within 10 working days of receipt. Should such a response not be forthcoming within this timescale please contact the Integrated Facilities Services Manager directly on 01670 622367.** | | | |

|  |
| --- |
| **TO BE COMPLETED BY THE LA:**  (Property Services Use Only) |
| Date Received: Reference Number: Year: |
| **Comments** |
| **Approved:**  **Not Approved:** |