

Capital project delivery plan

Capital grant checklist

Fill in and send us this form if you are applying to Community Asset Transfer (CAT) stage two for a capital grant (including new building, refurbishment, alteration or external works and buying land or buildings on which the building works will be carried out).

With this form send us the supporting information we have asked for below. We cannot consider your application without it.

Project reference number

Project name

Organisation name

Address of land or buildings

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| Postcode |

A Tick the boxes to confirm you have sent the following information:

1. A description of the proposed building works and your users' accommodation requirements including the:

- type of project (i.e. new build, extension or refurbishment) and the extent of the building works to be undertaken
- accommodation and facilities that you will create
- type and number of users, the activities they will undertake and any specific requirements they have from the accommodation.

2. Confirmation of proposed ownership of the land and buildings

▶ For land and buildings that you have not bought yet, details of the property you intend to buy including:

- a description of the land or building you want to buy (if not included in item 1 above)
- details of the title (freehold or leasehold) including details of any restrictions on the title (covenants, easements etc) and how these are to be dealt with.
- the timetable for purchase
- a surveyor's report on the condition of the land and building, the current market valuation (with any restrictions on use noted) and the fitness for the intended grant purpose.

and

3. Design information, including:

- a site plan showing the outline of the site, surrounding properties and access routes at a minimum scale of 1:1250
- existing and proposed floor plans showing your proposals at a minimum scale of 1:500
- external elevations of any new buildings proposed (including existing elevations for extensions) 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

4. 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. In the case of new build projects, you should demonstrate how the British Research Establishments Environmental Assessment Method (BREEAM) 'Excellent' standard will be met.
- 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

5. A cost estimate

- ▶ An elemental 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

6. A cash flow forecast

- ▶ A cash flow forecast for the capital project expenditure and income (Contingency must not be included). The following expenditure items should be identified separately:
 - land, construction / refurbishment
 - non-recoverable VAT
 - inflation allowances and professional fees
 - income from different sources.

and

7. Programme for the capital project

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

and

8. A copy of the planning consent for the proposed scheme

- ▶ If the planning consent is conditional, you must also provide a summary describing what actions are to be taken to discharge the planning conditions.

and

9. Details of the site appraisal

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

and

10. 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 advisers 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

11. 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.

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.

C Summary of capital costs

Provide a summary of the capital costs in table C.

The costs recorded in this section should match up to the elemental cost estimate produced either by a registered professional quantity surveyor, building surveyor or other suitably qualified professional as requested under section A5 of this checklist.

SAMPLE

Table C

| Capital cost item | Amount £ |
|--|----------|
| <p>1. Site purchase costs The cost associated with the land / building acquisition. This cost must be determined by an independent valuation, or, a valuation provided by a suitably qualified professional.</p> | |
| <p>2. Construction costs This should be the construction cost in the elemental cost estimate provided in Section 5 of the checklist. This should include the preliminaries and external works.</p> | |
| <p>3. Refurbishment costs This should be the refurbishment cost in the elemental cost estimate provided in Section 5 of the checklist. This should include any preliminaries and external works.</p> | |
| <p>4. Fixtures, Fittings & Equipment Costs associated with any proposed equipment used to fit-out the building. Examples are chairs, tables, computers, faxes, printers, sports equipment.</p> | |
| <p>5. Professional fees Costs associated with the project professional team. Costs for any other consultants should also be included in this section, for example acoustic consultants, BREEAM Assessors.</p> | |
| <p>6. Other costs These are any costs which fall outside of the above headings. Examples include survey costs and planning, building regulation and legal fees.</p> | |
| <p>7. Contingency This figure is the project contingency, and it is recommended that this should be 10% of the total project costs.</p> | |
| <p>8. Non recoverable VAT You should only include a figure for VAT if it cannot be claimed back from HM Revenue & Customs.</p> | |

If there are any discrepancies between the elemental cost estimate provided and the costs you have provided here, an explanation should be given in the box provided.

SAMPLE

Breakdown of professional fees

Please provide a detailed breakdown for the figure you have provide under the heading 'professional fees' in table C above.

| Professional fees total | % of construction costs | Fee (£) | VAT (£) |
|----------------------------------|-------------------------|---------|---------|
| Architect | | | |
| Structural Engineer | | | |
| Mechanical & Electrical Engineer | | | |
| Quantity Surveyor | | | |
| Project Manager | | | |
| Building Surveyor | | | |
| CDM Co-ordinator | | | |
| Other (list below): | | | |
| | | | |
| | | | |

Breakdown of External Works costs

Please provide a detailed breakdown for the external works cost you have included under either the headings of 'construction costs' and 'refurbishment costs' in table C above.

| 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 | £ |

Gross Internal Floor Areas (GIFA)

| | |
|----------------------|----------------|
| New Build (GIFA) | M ² |
| Refurbishment (GIFA) | M ² |

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

Name

Professional qualification

Name of practice

Address

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| Postcode |

Phone

Fax

Date

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document.

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

Name

Position

Date