

Property applications

Extra information we need for applications for temporary buildings or improving land for open spaces eg. playgrounds or gardens



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Part one

Introduction

You can make a property application for projects which involve:

- buying or leasing a building for use with or without alteration or refurbishment
- buying or leasing land on which a permanent or temporary building will be constructed
- buying, leasing or improving land for open spaces, eg playgrounds or gardens
- buying, leasing or licensing a temporary building or casual use of a property, eg as a location for temporary equipment
- alteration, refurbishment or extension to a building you already own or lease
- construction of a new building
- fees for a scheme design study for construction (new build) projects; and
- fees for a scheme design study for alteration, or extension of an existing building.

The Big Lottery Fund publishes three booklets relating to property applications. For a list of these publications and the checklists see Appendix D. If your project involves more than one element of property related work, eg purchase and refurbishment, then you will need to obtain the appropriate booklets, either by ordering or downloading them from our website at: www.biglotteryfund.org.uk or by phoning 0845 606 1199.

This booklet sets out what applicants need to send us when making an application for a grant for the cost of purchasing and installing a temporary building or improving land for open spaces including playgrounds, parks and gardens. Specific information is required, depending on the type and size of the project for which you are applying. We tell you what this information is and when you need to send it to us on the checklist included in this booklet. This information is in addition to that required on the your application form

For any application that involves property and building work, you will need to explain your wider project (what you will use the building for) on the main application form. You will also need to provide costs for the whole project, including activities and services to be provided once the building has been purchased.

We have included a glossary of terms on pages 12 to 15 of this booklet which you might find helpful. Terms which appear in the booklet in italics are contained in the glossary.

Part two

General information

Below is a list that shows what you will need to consider and what stages you will usually go through when planning and carrying out your project. However, remember each project is different and the level of detail will vary depending on its size and complexity.

Initial consultation

- gather ideas, support and information, survey users (current and potential)
- consult other organisations which have carried out similar projects
- draw up a list of requirements
- write a business plan
- research possible sources of funds.

Planning and designing

- write a *brief for building professional*
- hire building professionals
- look at all options and write an *options appraisal*
- Instruct building professionals to produce *building feasibility* study documents – building and site layout
- talk to regulatory bodies (local authority planning departments, Building Control section for *building regulations*; Customs and excise)
- revise your original *brief*, consult again if you need to
- apply for and get funding.

Detailed design and tendering

- appoint *planning supervisor*
- apply for permission from regulatory bodies
- complete design and write tender document
- carry out tender process;
- select and appoint contractor(s)
- agree a programme of works
- arrange building inspector visits (if appropriate).

Building, constructing or installing

- payment of *contractors* and *building professionals*
- regular meetings with building professionals to keep your *management committee* up-to-date

After work is finished

- make sure a defects inspection is carried out
- carry out advertising and marketing campaign
- finalise policies and procedures for use and running of the property
- monitor use and activities offered
- carry out regular consultation with users and with the community
- ensure regular maintenance of the building.

Part three

What you need to do

Professional advisers

Your management body must take overall responsibility for the project. Building projects are complex and you need to satisfy legal obligations and our own Terms and conditions. Qualified independent professional advisers, referred to as your *building professionals*, will be needed to certify that you have met those obligations and conditions.

We recommend that for all projects you prepare a *brief* outlining what you want to do (see options appraisal page 8) and then, except for minor refurbishment work, appoint a lead building professional to work with you in taking the project forward.

The lead building professional will help you to design and carry out the construction, alteration, refurbishment or extension work needed for your project. That person will also decide what other building professionals should be involved, take responsibility for their work, and certify their fees. See Appendix C for a list of recognised building professionals and a table outlining what professionals we expect to be appointed as a minimum.

He or she will also prepare and put out tenders for you, supervise and certify the work of your contractors, and decide whether you need a Deed of Guarantee or a Performance bond. Your professional should be familiar with the workings of the NJCC (National Joint Consultative Committee) code of Single Stage Selective Tendering (SSST) or Selective Tendering for Design and Build. See Appendix B, Note 3 for more details.

Members of your committee may have some construction knowledge, but to avoid conflicts of interest, you should appoint an independent *building professional* with current *Professional Indemnity* insurance cover. Your committee should confirm key decisions such as major changes to the scheme, financial appraisals and the appointment of the main *contractor*. All the building professionals involved must give details of their *Professional Indemnity insurance* cover.

You should have a written contract with your lead *building professional* who will usually supply draft terms of engagement prepared by his or her professional body.

You should not commit your organisation to pay for fees for the whole project before you receive a decision on our grant and all your funding is in place.

Most *building professionals* will carry out some initial feasibility work on a project before it starts.

Ownership of land or building

You will be required to provide evidence of *tenure* of the land on which you will be working, or on the land where the building will be sited. This could be in the form of deeds, a conveyance or a *lease*. We require different lengths of *lease*, outlined in the table below, depending on the total capital cost of the building or equipment, installation, connection of services and fees (excluding VAT).

The minimum length of *lease* we require is:

<i>Total capital cost of building work and fees* (excluding vat)</i>	<i>Length of lease</i>
Less than £30,000	5 years
£30,000 to £100,000	10 years
£100,000 to £250,000	15 years
More than £250,000	20 years

*(not just the amount you are asking us for)

If you are applying for a grant to *lease* land, which you wish to landscape (eg a community garden), the length of the *lease* that we require depends on the cost of the landscaping as set out in the table above.

You must ensure that the lease has the minimum number of years required left to run, from the date that the work will start.

Where buildings will be sited on land that you will hold on a *lease*, it is usual for the landowner to grant a *Building or Development agreement*, which will have an *Agreement to lease* attached to it. The *Agreement to lease* will allow you to occupy the building once it has been erected. The *Development Agreement* will permit you to occupy the land during the construction process.

Construction (Design and Management) Regulations 1994

All building projects including construction, alteration, *refurbishment* or extension of a property must comply with *Construction (Design and Management) Regulations (CDM)* where appropriate. Your *building professional* will be able to advise you on this. These regulations may require you to use a planning supervisor for your project.

Building contracts (£30,000 or more)

There should be a formal building contract for any construction projects costing £30,000 or more. We recommend that you use the JCT (*Joint Contracts Tribunal*) standard form of contract. Building contractors must be made aware of the proposed form of contract when tendering.

You should include an amount for unplanned costs – known as *contingency* costs – in all building contracts. Usually we expect this to be set at three per cent in total for new build projects and five per cent in total for alteration, *refurbishment* or *extension* projects. If you want to use a higher level of *contingency* than we suggest here, you should explain what the rate is and why you wish to use it.

We cannot increase the grant in the case of shortfalls or unforeseen costs.

You should include a standard *retention* fee of five percent of the building contract price. We will only pay this when the terms of the building contract are met. Ask your *building professional* for advice on this.

Your *building professional* should include the requirement for a 28 day period to pay builders' invoices in the tender documents and contract. If we fund your application, this should allow enough time for you to check the invoices and interim certificates and pass them to us to confirm details and arrange bank transfers. We cannot pay you earlier if you do not negotiate this payment period.

For all contracts costing £100,000 or more you should make sure that they include a *performance bond* covering ten per cent of the contract amount. Where the building company has a parent company, you should obtain a parent company deed of guarantee.

Part four

What you need to send

You should refer to the checklist included in this booklet for a list of what items we will require. This can vary depending on the type and size of your project. You should ensure that you have the correct checklist for your project (see *Appendix D* for details of the checklists available).

Options appraisal

You will need to send us an options appraisal with your application regardless of the size of the project. The level of detail will vary depending on the size of the project. The options appraisal is a key document in the planning of a project involving property. It should give details of all the options you have explored (including renting or leasing extra facilities, buying an existing building, refurbishment) and the impact of leaving things as they are. The options appraisal covers two things.

1. Why you have chosen to do this work

- the needs that the building project aims to meet
- the *brief* you have prepared for your *building professional*, or for a project likely to cost less than £30,000 your building contractors;
 - i) if your project will cost £30,000 or more, how you chose your *building professional* from at least three competitive quotes or tenders.

2. How you intend to achieve this

Your *building professional* will advise you in telling us:

- other ways you could achieve the brief;
- the respective size (in m²) and estimated costs of each alternative (including the cost of any building, alteration or *refurbishment* work and revenue costs)
- the reason why you have chosen that way of meeting the need, bearing in mind the overall aims of your project and organisation; and

For projects costing less than £30,000, a note setting out at least three estimates received from contractors and the reason why you chose the *contractor*.

Your *options appraisal* should show that there will be a need for continued community use or other special reason for carrying out this work.

Remember, we focus on the aims of the project as a whole and the people who are likely to benefit.

Building Feasibility Study (BFS)

For all projects costing £30,000 or more we require a *Building Feasibility Study*.

The *Building Feasibility Study* set out proposals for the building and will include initial plans and cost estimates. Refer to the checklist included in this booklet for further details of what you need to send us for your *BFS*.

The Big lottery Fund does not award grants for a *BFS* under the Young People's Fund programme. You may decide to fundraise to pay for your *BFS* if you do not have enough free reserves. Your local Council for Voluntary Service should have details of other funders that will award grants.

You may wish to apply for an award from us under the Awards for All programme. However, you should note, an award to fund the cost of a *BFS* under this programme could only be considered if it was to fund substantial community consultation and the technical documentation was a small part of the award. For further information please contact your local Awards for All office.

You will need to involve building professionals to prepare a *BFS*. Before your professional begins work on the *BFS*, you should check with them how much this will cost and how much their fees will be for the rest of the project. You should agree these in writing before you send in your application.

It is important that you know what the professional fees are even if the project does not go ahead.

Part five

If you are awarded a grant

You should not enter into contracts until we have awarded you a grant. We will not pay invoices for fees dated before we have awarded you a grant.

Before you place your building contract

For equipment, buildings or associated costs (eg installation, connection of services) costing less than £30,000 you should obtain a minimum of two quotes from independent suppliers or two estimates from independent builders for each element of the work. For equipment and buildings costing £30,000 or more you should obtain a minimum of three quotes from independent suppliers. If any of the work costs £30,000 or more (excluding the cost of purchasing the equipment or building) you should go out to *tender*.

For work costing £30,000 or more, you should send out your invitations to *tender* once you have accepted our offer of a grant. You will need to use *NJCC tender* procedures and documentation (latest version). The *NJCC* code of Single Stage Selective Tendering (SSST) or Selective Tendering for Design and Build are generally recognised in the UK as the preferred guidance for private clients and public authorities getting tenders for building works. See Appendix B, Note 3.

We need a minimum of three *tender quotes*, with evidence that they were received by the tender deadline date and opened at the same time. The opening of the tender quotes must be approved by the *building professional* and signed by a member of the *management committee*. Once the tender process is completed, you should send us the completed *Tender opening list* (see page 25) and check that we accept your choice before you enter into a building contract.

If the quotes given during the tender process are higher than the estimates given in your application, we cannot give you extra funds. You could fund the balance yourself, negotiate a reduced tender amount or send out the tender again. If you still cannot match the original estimate, you should contact the office managing your grant to discuss the problem. You must tell us if you want to make any changes to the scope of works proposed to bring it within budget and how they will affect the aims of the project. You must get written approval from us before going ahead with any changes.

When you place a contract you should always use the *JCT (Joint Contracts Tribunal)* standard form of contract.

Before we make any payments

Once you have accepted our offer of a grant to purchase and install a *temporary building* or improve land for open spaces, you will need to send us:

All projects:

- evidence to confirm that you have obtained planning consent, *listed building consent* and change of use approval (if applicable)
- evidence to confirm that you have raised all the funds for the project, where we are not funding the total cost of the project
- confirmation of the level of disabled access (if this has changed following the offer of grant)
- confirmation that no further loan secured on the property has, or will, be taken out without first obtaining written consent from us

- confirmation that you have entered into appropriate contracts
- confirmation that a *planning supervisor* has been appointed (if applicable)
- confirmation that buildings insurer's have been advised of the project
- confirmation that a buildings insurance policy has been taken out in line with the building contract
- confirmation that *building regulations* approval has been obtained
- satisfactorily completed post award checklist.

For projects costing £30,000 or more

You will need to send us:

- all items listed under All projects on page 10 and 11
- a spend profile
- a *schedule of works*;
- a copy of the *Tender opening list* (see page 23) signed by a member of the *management committee*
- confirmation that you have obtained a report from your *building professional* on the *tender quotes* received (please use the *Tender opening list* on page 23 to certify)
- confirmation that you have obtained a copy of the *parent company deed of guarantee* from your contractor (if applicable)
- confirmation that a *performance bond* is in place for work costing £100,000 or more.

Payment of invoices

We will make staged payments for projects of:

- less than £30,000 – when we receive invoices; or
- £30,000 or more – when we receive building professionals' invoices and contractors' invoices, provided these are supported with standard form interim certificates issued by your *building professional*.

Any contract of £30,000 or more should include a standard retention fee of five per cent of the building contract price. When we receive the certificate of practical completion we will release the retention. You will then need to send us:

- the *making good defects certificate*
- the *final certificate*
- confirmation that the *buildings insurance* certificate has been obtained; and
- confirmation that the building regulations completion certificate has been obtained (if applicable).

Legal charge

We will consider whether or not it is appropriate to secure the grant by taking a *legal charge* over the property. If we decide a charge is required, we will let you know when we confirm your application has been successful.

Glossary of terms

Access audit

A part of the design process which considers disability access issues (see *Appendix C, Note 4*).

Agreement for or to lease

An agreement between a landowner and a prospective tenant. It sets out the basis on which a *lease* will be granted and taken up, provided certain events occur (eg the completion of a building on the land).

Brief

A written document which tells the professional adviser what the organisation want to do with the building and what accommodation they will need.

Building agreement

An agreement that gives the developer the right to enter the site to construct a building. This should be accompanied by a commitment to grant a *lease* when the building has been satisfactorily completed.

Building feasibility study

Technical information (produced by a *building professional*) including details of the cost and plans of the proposed building. The content of the study is different depending on the type of project (details on the information required are included in the checklist).

Building professional

A professional adviser or consultant with specialist training and knowledge employed by you to act on your behalf (see *Appendix C, Recognised building professionals*).

Building Regulations

Statutory approval for certain technical aspects of design and construction (eg structural stability, fire escape, ventilation etc). Administered by the local authority or other approved agent.

Buildings Insurance Certificate

Certificate to verify that there is insurance for the building.

Cash flow

A forecast of future income and expenditure, usually shown on a monthly basis, but can be quarterly or yearly. Includes all costs, both revenue and capital and shows whether the organisation has enough income to cover all the predicted costs.

CDM regulations

Construction (Design and Management) Regulations 1994. These cover health and safety regulations.

Certificate of practical completion

Formal certificate issued under the building contract (by the *Contract administrator*) to notify that the building work is complete apart from any defects, which will be rectified by the *Making good defects certificate*.

Constraint on title

Restrictions on the use of property and land (restrictive covenants, easements etc).

Contingency

An amount of money (usually expressed as a percentage) built into the total project costs in case an element of the project costs more than you thought. See page 7.

Contract administrator

The person (eg Architect, Architectural technologist or technician, Engineer or Building surveyor) who is named within a building contract to administer the terms of the contract between you and the *contractor*.

Contractor

A person (or company) carrying out building work.

Development agreement

See *Building agreement*.

Final certificate

A certificate usually issued six to 12 months after the *Certificate of practical completion* and following the *Making good defects certificate*. It confirms the end of the builder's liability and marks the end of the Contract administrator's authority under the contract.

Freehold

The owner (freeholder) owns the property (land or building) forever and can sell, give, lease or bequeath the property.

Joint Contracts Tribunal (JCT)

This is the group which drew up a standard forms for building contracts.

Land Registry

The Government department which holds a register of *freehold* properties and *leasehold* properties (where the lease is for a term in excess of 21 years). Each property is given a unique title number. Some older properties have title deeds which prove ownership if they have not changed hands since the formation of the *Land Registry*.

Lead building professional

The member of the design team (normally the Architect or Architectural technologist or Building surveyor) who takes overall responsibility for co-ordination of the design process and client contact.

Lease

The document setting out the rights, duties and obligations of a landlord and tenant, the length of the term granted and the amount of rent payable.

Leasehold

An interest held in a property (land or building) for a specified length of time for which rent is payable. A tenant occupies the property under the terms of *lease* granted by a landlord.

Legal charge

An interest registered on a property, it allows the registered party to claim against money they have contributed to the property if it sold.

Listed building consent

Approval necessary to alter or extend a building which has been given 'listed' status by English Heritage or Cadw (see Appendice A).

Making good defects certificate

Formal certificate issued by the Architect, Architectural technologist or *Contract administrator* at the end of the defect liability period. This certifies that all defects have been satisfactorily put right and entitles the *contractor* to the *retention* of monies.

Management committee

Members of your organisation's governing body (who may be called trustees, directors, members of the management committee).

NJCC

National Joint Consultative Committee for building. This cross-industry body was founded in 1954 and aims to establish and encourage good practice within the building industry. It includes representatives for Scotland and Northern Ireland.

Non-recoverable VAT

VAT on the purchase of goods, services or transactions which you are not able to reclaim from the Customs and Excise (see Appendix B, Note 2).

Outline planning permission

An application for planning made without detailed sketch designs – normally used to establish the principle of development, if planning is contentious. In all cases full planning application (and approval) is necessary before construction starts.

Parent company deed of guarantee

If a building company is a subsidiary (ie owned), the deed of guarantee states that the parent company must fulfil the contractual obligations (eg finish the building for the agreed price) if the subsidiary defaults or is closed down.

Party Wall Act 1996

Law applying to England and Wales (see Appendix B, Note 1).

Performance bond

A form of third party guarantee to the financial standing of the building *contractor* (normally for 10 per cent of the contract sum).

Planning fees

Statutory fees, payable to the local authority, when a planning application is made.

Planning permission – view from Planning officials

Informed advice given by a Planning Officer of a local authority as guidance only. The approval or rejection decision on an application is made by a Planning Committee (in England and Wales).

Planning Supervisor

A person who must be appointed to ensure that the CDM regulations are followed.

Practical completion

The end of the contractors' site work – the building is then handed back to the client.

Professional indemnity insurance

Insurance covering building professionals from civil law claims arising from advice or services provided.

Programme and timetable for the building works

A table or chart showing all of the project work to be completed (including the building work) when it will happen and how long it will take.

RIBA (Royal Institute of British Architects)

This is the qualifying body for British architects.

Retention

A percentage of the cost of the building works, not paid to the contractor until the work is completed satisfactorily and the making good defects certificate has been issued (see page 11).

Schedule of works

A list of the work to be done, when it will take place, how long it will take and who will be doing it.

Single Stage Selective Tendering (SSST)

The established code of practice issued by the NJCC for obtaining competitive tenders.

Site plan

Scale view of the building site (from above) showing the building (normally ground floor plan) and any roads, parking, paths, landscaping, etc.

Site survey

Plan of the building site, normally prepared before design work, giving details of boundaries, physical features (existing buildings, trees, drains, etc) and giving ground levels relative to a fixed datum point (normally an Ordnance Survey benchmark).

Specification

A description of the type of materials to be used in the building works.

Spend profile

A list or table of when the payments will be made for the building works.

Temporary building

Usually purchased as a whole from a supplier (eg portakabin), it is not constructed of bricks and will usually have a shorter life expectancy than a brick built building. Also known as modular or de-mountable building.

Tender

A formal process that allows contractors to bid to supply a service or carry out work at a stated cost.

Tender quote

A formal offer or bid to supply a service or carry out work at a stated cost.

Tenure

The form of right (title) under which a property is held or occupied (*freehold* or *leasehold* or licence).

Appendix A

Scotland – procedures and regulations

Scotland has its own, distinct laws of land ownership and different considerations can apply. You should therefore note the following requirements if your property is in Scotland.

In all applications which involve the construction or alteration or refurbishment of buildings, you should give details of the need for:

- superiors' consent
- the consent of any third party entitled to enforce real burdens or conditions which affect the property
- the consent of any owner of joint or common property (eg mutual walls or gables) which will be affected by your proposals.

Appendix B

Notes

Note 1 – Projects on sites where there are adjoining properties

When appointing professionals you should ensure that they know about the *Party Wall Act 1996*. When party walls are built or repaired or excavations near party boundaries are carried out this provides statutory protection for the owners of adjoining properties who may be affected by these works. The Act only applies in England and Wales. Professional guidance is needed, as there are set procedures for serving notices, rights of entry, resolution of disputes, compensation etc.

Note 2 – VAT

Certain projects, or parts of projects, may be exempt or zero-rated for VAT. The following guidance is available from HM Customs and Excise:

- VAT Notice 701/7/94 (August 2002 or latest revision) VAT reliefs for people with disabilities
- VAT Notice 701/1 (August 2004 or latest revision) Charities leaflet
- VAT Notice 708 (July 2002 or latest revision) Buildings and construction
- VAT Notice 701/6 (September 2003 or latest revision) Charity funded equipment for medical, veterinary etc uses.

Interpretation may vary from office to office within HM Customs and Excise. You should seek guidance and obtain written confirmation of the VAT position in relation to your proposed project.

Note 3 – NJCC Code of Single Stage Selective Tendering or Selective Tendering for Design and Build

The codes are published for *NJCC* by *RIBA* Publications, Construction House, 56-64 Leonard Street, London EC2A 4LT. It is available through the *RIBA* Bookshop – phone 020 7251 0791, or at: www.ribabookshop.com

NJCC gives guidance on selecting contractors based on skill, integrity, responsibility, track record and financial standing. You may also find the appendices useful as they include suggested forms of wording for:

Preliminary invitation to *tender*, Formal invitation to *tender* and the actual Form of *tender*.

Note 4 – Disability access

As a minimum you must meet the statutory requirements of the Disability Discrimination Act 1995 and Part III of the DDA.

When considering disability access issues it would be advisable to carry out a disability *access audit*. The following areas should be considered during the audit:

- approach and car parking
- routes and external level change, including ramps and steps
- entrances, including reception
- corridors, internal doors, internal ramps and assembly
- lifts, stairlifts and internal level changes
- toilets
- fixtures and fittings
- means of escape
- providing information.

Appendix C

Recognised building professionals

Professionals we usually expect to act as independent building professionals with the Planning Supervisor for the construction, alteration, refurbishment or extension of buildings, installation of temporary buildings and equipment. There may be other building professionals who are qualified to do this work.

Architect

ARB	Architects Registration Board (membership compulsory for architects) A registration number is given to each member.
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RIBA	<i>Royal Institute of British Architects</i> (membership optional)
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RIAS	Royal Incorporation of Architects in Scotland (membership optional)
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RSUA	Royal Society of Ulster Architects (membership optional)
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Architectural Technologists

MBIAT	Member of the British Institute of Architectural Technologists
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Quantity Surveyors or Buildings Surveyors

RICS	Royal Institution of Chartered Surveyors (Note: the RICS has many faculties with various grades of membership. The minimum grade of membership acceptable for valuations is Member MRICS previously designated as Associate ARICS).
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Professionals who may act as additional consultants to the independent building professional. There may be other building professionals who are qualified to do this work

Engineers (Structural and Civil)

ACE	Association of Consulting Engineers (membership by invitation only)
C Eng M I Struct E	Chartered Engineer – Member of the Institute of Structural Engineers (membership compulsory)
C Eng MICE	Chartered Engineer – Member of the Institute of Civil Engineers (membership compulsory)
I Eng AMI Struct E	Incorporated Engineer – Member of the Institute of Structural Engineers (non-Chartered)
I Eng AMICE	Incorporated Engineer – Member of the Institute of Civil Engineers (non-Chartered)

Engineers (Mechanical and Electrical)

ACE	Association of Consulting Engineers (membership optional for engineers)
CIBSE	Chartered Institute of Building Services Engineers (membership optional)
C Eng M I Mech E	Chartered Engineer – Member of the Institute of Mechanical Engineers (compulsory)
C Eng MIEE	Chartered Engineer – Member of the Institute of Electrical Engineers (compulsory)
I Eng MIIE (Elec)	Incorporated Engineer – Member of the Institute of Incorporated Engineers (Electrical)
I Eng MIIE (Mech)	Incorporated Engineer – Member of the Institute of Incorporated Engineers (Mechanical)

Construction Managers

MCIQB	Member of the Chartered Institute of Building
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Professionals who may act as additional consultants to the independent building professional. There may be other building professionals who are qualified to do this work.

Planning Supervisors

IOSH	Institute of Occupational Safety and Health
APS	Association of Planning Supervisors
RIBA	The RIBA maintains a register of Planning Supervisors
BSC	British Safety Council

Please note that the Health and Safety Executive does not formally recognise the above *Planning Supervisor* membership organisations, although these four bodies are widely supported and have a large membership in the construction industry.

We recommend that you appoint the following building professionals as a minimum:

<i>Total capital cost of work and fees* (excluding VAT)</i>	Who should be involved as a minimum
£30,000 to £100,000	A Building Surveyor, or either an Architect or Architectural Technologist and a Quantity Surveyor
£100,000 or more but less than £500,000	A Building Surveyor, or an Architect and a Quantity Surveyor
£500,000 or more, or where the ground conditions are suspect eg a riverside, landfill or coalfield area	An Architect and a Quantity Surveyor and a Structural Engineer or Geotechnical Engineer

*(not just what you are asking us for)

Appendix D

Purchase or lease of property (land and/or buildings)

1. Buy or lease property (land or building) yet to be found
2. Buy a freehold property (land or building) where a specific property has been found
3. Lease a property (land or building) where a specific property has been found

Construction, alteration, refurbishment or extension

4. Building work of less than £30,000 (including temporary buildings and improving open spaces)
5. Construction (new build) of £30,000 or more but less than £100,000
6. Construction (new build) of £100,000 or more
7. Scheme Design Study grant for construction (new build) project of £100,000 or more
8. Alteration, refurbishment or extension of £30,000 or more but less than £100,000
9. Alteration, refurbishment or extension of £100,000 or more
10. Scheme Design Study grant for alteration, refurbishment or extension project of £100,000 or more

Temporary buildings or improving open spaces eg playgrounds or gardens

4. Building work of less than £30,000 (including temporary buildings and improving open spaces)
11. Purchase and installation of a temporary building of £30,000 or more
12. Improving land for open spaces eg playgrounds or gardens of £30,000 or more

Checklist 4 can be used with both Construction, alteration, refurbishment or extension and Temporary buildings or improving open spaces eg playgrounds or gardens.

Tender opening list Page 1 of 1

Please photocopy and complete for each tender process. You should attach a copy of the front page of each tender quote (showing details of the contractor and the price tendered) and return to the office handling your application.

Organisation name

Project name

Unique reference number (if applicable)

The following tenders were received by noon on:

A minimum of three tender quotes are required for projects costing £30,000 or more.

Names of contractors

Amount (£)

Chosen *contractor*

Amount (£)

I confirm that the tender quotes listed above were received by the date shown, that their opening was witnessed and reported to our *management committee* and that we have obtained a tender report from the independent *building professional* on the tender quotes received for the project.

Signature of management committee member

Name

Date

I certify that the *NJCC* code of single stage selective (or D&B) tendering has been used, that I witnessed the opening of the *tender quotes* and that the chosen *contractor* will provide best value on the project.

Signature of your independent *building professional*

Name

Date

