**FORM FOR BUILDING WORKS TO BE CARRIED OUT IN A CHURCH OF ENGLAND SCHOOL OR ACADEMY IN THE DIOCESE OF WORCESTER**

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| This form must be completed and returned to the Diocesan Director of Education (DDE) (Tim Reid – treid@cofe-worcester.org.uk) before any work to alter or extend the footprint of a Church of England school or academy can commence, or before any new external structures can be erected on the site of a Church of England school or academy. Written confirmation of receipt and consent (where appropriate) will be provided by the DDE on behalf of the Diocesan Board of Education (DBE).  |
|  | **\*Delete as applicable** |

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| **School Details** |
| **Name of School or Academy** |  |
| **Voluntary Aided / Voluntary Controlled (if a maintained school)** |  |
| **Name of Trust (if an academy)** |  |
| **School Address** |  |
| **Name and email address of Chair of Governors / Trust Board\***  |  |
| **Name and email address of Headteacher / CEO**  |  |
| **School contact number** |  |
| **Owner of the school buildings** |  |
| **Has consent of the owner been gained for the building work in question?** | **Yes / No\*** |
| If yes, please attach a copy of the written consent. If no, please gain consent before submitting this form and commencing work.  |
| **Title deed number** |  |

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| **Details of proposed Building Works** |
| **Name of Project Manager** |  |
| **Name(s) of Contractor(s)** |  |
| **Have governors had sight of contractors’ insurance?**  | **Yes / No\*** |
| If no, please ensure that necessary insurance is in place before submitting this form and commencing work.  |
| **Please provide details of the tender process and reasons for the decision to award the work to the chosen contractor.** |  |
| **Please outline details of the proposed building work, attaching plans where appropriate.** |  |
| **Proposed dates of the building work** |  |

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| **Signed (Chair of Governors / Trust Board\*)** |  |
| **Date** |  |

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| **Signed (Headteacher / CEO\*)** |  |
| **Date** |  |