

Proposed Alterations to School Premises

When a Community or Voluntary Controlled school decide to undertake, independently, any alterations, refurbishments or improvements to the building fabric, mechanical or electrical services, school grounds or boundaries, a “*proposed alterations to school premises*” form must be completed and submitted for approval before any contracts are agreed or works commence.

The forms are available from Swindon Council’s website www.swindon.gov.uk under Education and Learning/SSCAMP database/documents or from Eve Wigmore, Property Services. Eve can be contacted on 01793 466253 or at eve.wigmore@capita.co.uk.

Exemptions

Voluntary Aided and Foundation Schools do not have to complete the forms, but are welcome to use this free service which checks the proposals from a technical, statutory requirement and best value perspective.

Why do you need to complete them?

All schools have a duty to co-operate with the Council to ensure the Asset Management Plan is kept up to date, and that schools target resources in line with priorities set out in the Asset Management Plan. This process is designed to ensure that schools meet their responsibilities and the Council can discharge its role as Landlord.

Property Services will advise on technical and statutory requirements, remind you of your responsibilities under Health and Safety, and assist you to achieve best value. The service can help schools identify any potential issues. For example, a school proposing to extend their car parking facility discovered through the process of this form that they needed to apply for Planning Approval. Also, the specification submitted for this work was

suitable for a pavement, and did not include any allowance for drainage, so was therefore, not fit for the purpose.

What do you need to enclose with the form?

It is important that you submit hard copies and enclose the following:

- a site plan showing the location of the proposal (you can print this off from the SSCAMP database).
- a detailed specification of the proposal.

For example, if you are proposing to replace windows, the specification should include technical details on the type of glazing, frame and fitting method, so that we can determine if they are fit for purpose and comply with current Building Regulation requirements.

Whoever you appoint to manage the alterations should be responsible for ensuring a specification is made available to Property Services. Alternatively, the contractors providing estimates for this work may produce the information for you, on request.

Without this information, the technical officers are unable to provide the school with informed comments and advice and are, therefore, not able to provide guidance and comments or an approval to proceed.

If the school's proposals have already received statutory approvals (i.e. Building Regulations/Planning Approval), please include copies, as they will help us to process the form.

How Do We Process The Forms?

If the necessary enclosures are not included, we are unable to process the form. We will, in the first instance, remind you to forward the necessary information. If this step is not successful, Children Services will provide a written reminder followed by a letter of refusal for the proposal. If the form and enclosures are provided, advice and comments are obtained from a range of technical officers, as appropriate. Children Services also provide their comments. A decision, including comments and advice is returned to the Headteacher.

What Do the Decisions Mean?

'Approved as submitted' means:
Proceed with your proposal, as outlined to us.

'Approved subject to compliance' means:
Before you start any work, please ensure all our comments and advice are incorporated in your proposal, and most importantly, contact the Planning Department, Building Control and HSE, if we have recommended you do so, before you start any work. A letter requesting evidence of compliance will be sent to the school.

'Rejected' means:

Do not undertake the proposal as submitted. If you wish to pursue the proposal, please take note of the advice given, and amend the proposal accordingly, then complete a fresh Proposed Alterations to School Premises form attaching revised details. The process will then need to start from scratch.

Help with Project Managing

Property Services comprise a range of technical staff including Architects, Building Surveyors, Electrical and Mechanical Engineers and Energy Officers. The depth and breadth of experience within the team is considerable and a broad range and number of projects have been carried out for schools.

If the school do not have the necessary time or expertise available to project manage a scheme, Property Services can provide this service for an agreed fee, including producing detailed plans and a specification, ensuring Health and Safety responsibilities are discharged, preparation of statutory approvals and tender documentation, managing the contractors on site and certifying accounts prior to invoicing.

Please contact Eve Wigmore, as indicated overleaf, for any further advice or clarification.