

APPENDIX 2

Form to notify the Council of Planned Building Works

Schools Capital Projects Notification Form
Please firstly complete the online form for review by the Council prior to proceeding with any school initiated capital projects and upload this signed notification form to the online form when prompted. One form is to be completed & signed for each project.
PLEASE UPLOAD THE SIGNED FORM ON THE ONLINE COMPLETED FORM UNDER PART E

PART E – SCHOOL AUTHORISATION

Property/ School Name	
Property Address	
Project Name	

	Print	Signed	Date
Headteacher / School Business Manager			
	Print	Signed	Date
Chair of Governors			