**EYBid3**

**May23**

ESSEX COUNTY COUNCIL

STAGE 3 LANDLORD CONSENT PROCESS

**EARLY YEARS CAPITAL FUNDING APPLICATION PROCESS**

**Notes:**

1. Please refer to the **Checklist for Early Years Building Projects** prior to completing this Form.
2. Please ensure this form is completed and signed by the Early Years Lead.
3. Please complete all sections
4. Please submit a scanned signed copy of the completed form in .pdf via email to [CCDL@essex.gov.uk](mailto:CCDL@essex.gov.uk)
5. \* Please delete as appropriate

In accordance with the approval to proceed issued at Stage 2 the checklist below identifies the documentation which must be provided as evidence that the Project has been delivered safely and competently. Failure to provide the information required will prevent the successful closure of the s106 Capital Programme Process.

|  |  |  |
| --- | --- | --- |
| **SCHOOL:** ..................................................................................................................  **ADDRESS:** ................................................................................................................ | | |
| **Name of Project** ………………………………………………………………… | | |
| Date of EYBid3 Application ……………………………………………………………… | | |
| **Project Description:**  Please provide details of the scope of the Project. | | |
| **Actual Project Completion Date**  Please confirm the actual date the project completed on site. | | |
| **Applicant Contact for Project queries**  Please confirm details of who will act as the school’s main contact throughout the project. | | |
| Name: | | |
| Telephone no | | |
| Email address: | | |
| **In some instances, the LLC3 check list and substantiation may not be required, and the Landlord will advise which section of the check list below needs to be completed.** | **Is Checklist required?** | **Yes/No**  **(ECC to Delete as required)** |
| **Documentation to be provide to the Landlord upon completion of the Project** | **ECC Required Documentation (ECC to tick)** | **Applicant Documentation Provided**  **(Applicant to tick)** |
| **Certificates** | | |
| Building regulations completion certificate |  |  |
| **Services Design, installation, commissioning & test certificates:** | | |
| Electrical Installation |  |  |
| Fire & Intruder alarms |  |  |
| Gas Installation & testing certification |  |  |
| Water Undertaker notification & Installation inspection certificate or from Approved Plumber |  |  |
| Heating pipework pressure testing certification |  |  |
| Chlorination certification |  |  |
| **Record drawings & specifications** | | |
| Operation & Maintenance manuals |  |  |
| Air test certificates (where asbestos removed) |  |  |
| Air permeability testing certification where appropriate |  |  |
| **Additional Information Required** | | |
| **Declaration - to be completed by Head of Establishment** | | |
| I certify that the above information has been supplied by myself or my representative and is correct to the best of my knowledge. Please tick o | | |
| I understand that this Consent does not constitute technical approval of the project and should not be used for this purpose.  Any technical review of the proposal by ECC is purely for the purposes of Capital Funding Approval and suitable technical expertise must be employed directly by the applicant to ensure all standards are achieved. Please ticko | | |
| I understand that the submission of this checklist and supporting information does not constitute completion of the process. The process will be completed once the Landlord has reviewed the information submitted and confirms that Stage 3 approval has been achieved in writing. Please tick o | | |
| I can confirm that the as built drawings and Health and Safety folders has been updated on site to capture these alterations. Please tick o | | |
| Name: | | |
| Signed: | | |
| Date: | | |
| Please submit a scanned signed copy of the completed form in .pdf via email to [CCDL@essex.gov.uk](mailto:CCDL@essex.gov.uk) | | |