LE CHÉILE TRUST

Building Approval Process

**Quality Control**

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# 1.0 Introduction to Approval Process

The objective of the Le Chéile Trust Building Approval Process is to ensure compliance by boards of management and their professional advisors with Department of Education procedures and requirements for all building projects.

Boards of management are responsible for delivering the vast majority of school building projects (particularly smaller value projects) and therefore are responsible for all aspects of the project. It is important to understand that where the costs of a project exceed the amount of funding approved in writing by the Department of Education as a project progresses the board of management is liable for the shortfall. The Le Chéile Trust (through Síol Schools Trust CLG (Síol) and Le Chéile Schools Trust CLG (Le Chéile) has responsibility for all trustee/ patron matters including management and oversight of boards of management and has ultimate responsibility for school property and any liabilities incurred by boards of management. It is essential therefore that the Le Chéile Trust has oversight of all works being carried out on school property at all times.

This approval process applies to all building projects for which a Board of Management is applying to the Department of Education for funding, including:

* Summer works
* Emergency works
* Additional accommodation (ASA)
* Major projects

The approval process also applies to non Department of Education funded projects including:

* Projects being funded by the Board of Management or from other sources of funding which are beyond regular maintenance and involves any structural alterations
* Projects being funded from other sources eg Sports Capital Grant

# 2.0 Le Chéile Trust Building Approval Process

## 2.1 Funding Approval Process

The Le Chéile Trust Building Approval Process has four gateway approval points at which a board of management requires written approval from the Le Chéile Trust before progressing to the next stage of the project. The Le Chéile Buildings Advisor will review the information required at each gateway and if satisfied that there is compliance with Department of Education Procedures will confirm in writing approval to proceed to the next gateway. Under no circumstances should the Board of Management progress to the next gateway without receipt of written approval.



1. **Gateway 1 - Approval to Apply for a Grant**

A board of management is not permitted to apply to the Department of Education for any building works grant unless they have obtained written approval in advance from the Le Chéile Trust. A copy of the application form which must be submitted to the Le Chéile Trust is attached at Appendix A.

1. **Gateway 2 - Application to Commence Design of a Project**

Upon receipt of the letter of approval of funding and Form of Acceptance from the Department of Education the board of management must apply to the Le Chéile Trust for approval to commence the design of the project and no further steps should be taken by the board of management until they have written approval from the Le Chéile Trust.

Upon receipt of the letter of approval and Form of Acceptance from the Department of Education the Le Chéile Trust Buildings Advisor will issue a letter of approval to the board to carry out a tender competition for the appointment of a consultant/ design team. That letter will include a checklist of documents which the board of management are required to submit to the Le Chéile Trust during the design stage of the project. There are different checklists for projects with a value in excess of €1 million and for those with a value less than €1 million as the Department of Education requirements are different for each type of project.

It is important to understand that all of the documents required by the Le Chéile Trust are already required by the Department of Education. The Le Chéile Building Approval Process does not involve the production of any additional documentation not already required. The object of the Le Chéile Building Approval Process is to ensure the Le Chéile Trust has oversight of the project but also to give extra protection to boards of management to ensure that the consultant/ design team engaged by them are complying with Department of Education procedures.

A copy of the application form which must be submitted to the Le Chéile Trust together with the specimen letter of approval which will be issued by the Le Chéile Trust attaching the different checklists is attached at Appendix B.

1. **Gateway 3 - Application to Proceed to Tender**

Upon receipt of written authorisation from the Department of Education to proceed to tender, the Board of Management must apply to the Le Chéile Trust for approval to proceed to tender and no further steps should be taken by the Board of Management until they have written approval from the Le Chéile Trust.

Upon receipt of a copy of the written authorisation from the Department of Education to proceed to tender the Le Chéile Buildings Advisor will issue a letter of approval to the board of management to proceed to tender. That letter will include a checklist of documents to be provided to the Le Chéile Trust during the tender stage. As with gateway 2 there are different checklists for projects depending on whether the value of the project is greater or less than €1 million and once again it should be noted that the documents required by the Le Chéile Trust are the same as those already required by the Department of Education.

A copy of the application form which must be submitted to the Le Chéile Trust together with the specimen letter of approval which will be issued by the Le Chéile Trust together with the different checklists is attached at Appendix C.

1. **Gateway 4 – Approval to Appoint Contractor**

Upon receipt of the letter of approval from the Department of Education to award a contract the board of management must apply to the Le Chéile Trust for approval to sign a Letter of Acceptance with a contractor. The Le Chéile Trust Buildings Advisor will issue a letter of approval for the Chairperson of the board of management to sign a Letter of Acceptance. The letter will include a checklist of documents to be provided during the construction stage. As with gateways 2 and 3 there are different checklists depending on whether the value of the project is greater or less than €1 million and once again it should be noted that the documents required by the Le Chéile Trust are the same as those already required by the Department of Education.

A copy of the application form which must be submitted to the Le Chéile Trust together with the specimen letter of approval which will be issued by the Le Chéile Trust together with the different checklists is attached at Appendix D.

1. **Substantial Completion**

The Board of Management must notify the Le Chéile Trust within 14 days of the issuance of the Certificate of Substantial Completion and provide a copy to the Le Chéile Trust together with confirmation that the safety file has been provided to the board of management.

## 2.2 Process for Non-Department of Education Funding

If a school has secured funding from a source other than the Department of Education, the Board of Management is still required to complete all gateways of the Le Chéile Building Approval Process and no project should be undertaken without approval from the Le Chéile Trust at each gateway. The requirements will differ to a project which is funded by the Department of Education but the Le Chéile Trust Buildings Advisor will advise the board of management at each gateway of the requirements for the particular project.

**Appendix A**

**Gateway 1 –** Le Chéile Application Form for Approval to apply for a Grant from Department of Education for Building Works and Specimen Letter of Approval from the Le Chéile Trust

*Síol Schools Trust CLG*

* ***c/o Le Chéile Education Centre, Bushy Park House, Templeogue Road, Dublin D6W EH51***
* ***Telephone: 01 5380104 E-mail:*** ***admin@lecheiletrust.ie*** ***Web:*** [***www.lecheiletrust.ie***](http://www.lecheiletrust.ie)
* **Le Chéile Trust Building Approval Process**

**Gateway 1**

* **Application for Approval to Apply for a Grant from the Department of Education for Building Works**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Roll Number** |  |
| **School Address** |  |
| **Contact Details****(email and mobile phone no.)** |  |
| **Scheme applied for** |  |
| **Please give specific details of the proposed works, and the reasons for their necessity.** |  |
| **Estimated cost if known** | **€** |
| **Proposed source of funding if different or additional to Department of Education grant** |  |

We hereby request approval from Síol Schools Trust to apply for funding for the above outlined building works at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School)

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson, Board of Management)

* Date:
* ***Please email completed form to pat@lecheiletrust.ie***

**For Office Use only:**

**Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date reviewed by Property Subcommittee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Decision: Approval Granted**

 **Additional Information Requested**

 **Approval Declined**

Reason for Refusal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Síol Schools Trust

**Le Chéile Trus**

**Part 2**

**Specimen Letter of Approval from the Le Chéile Trust to Apply for a Grant from the Department of Education for Building Works**

|  |  |
| --- | --- |
| * **School Name**
 |  |
| * **Roll Number**
 |  |
| * **School Address**
 |  |
| * **Contact Details**
 |  |
| * **Type of Grant/ Description of Project**
 |  |
| * **Date of Application to Le Chéile Trust**
 |  |

* Dear X
* I am pleased to inform you that the Le Chéile Trust has approved your application to apply for the above grant from the Department of Education. You may proceed to submit the application to the Department of Education. Once you receive approval of funding from the Department of Education you should submit an application to the Le Chéile Trust as set out in the Le Chéile Trust Building Approval Process (a copy of which is attached).
* Under no circumstances should you proceed with the project without approval from the Le Chéile Trust.
* I wish you well in your application to the Department of Education.
* Yours sincerely
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The Le Chéile Buildings Advisor
* Dated:

**Appendix B**

**Gateway 2 –** Le Chéile Application Form for Approval to commence Design of a Project and specimen letter of approval from the Le Chéile Trust attaching checklists of documents required for the design stage

*Síol Schools Trust CLG*

***c/o Le Chéile Education Centre, Bushy Park House, Templeogue Road, Dublin D6W EH51***

***Telephone: 01 5380104 E-mail:*** ***admin@lecheiletrust.ie*** ***Web:*** [***www.lecheiletrust.ie***](http://www.lecheiletrust.ie)

**Le Chéile Trust Building Approval Process**

**Gateway 2**

**Application for Approval to Commence Design of a Building Project**

**NB: No works should commence until written approval is received from both the Department of Education and the Le Chéile Trust.**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Roll Number** |  |
| **School Address** |  |
| **Contact Details****(email and mobile phone no.)** |  |
| **Scheme under which funding has been approved by the Department of Education** |  |
| **Amount of funding approved by the Department of Education (Attach copy of Letter of Approval and Form of Acceptance received from the Department of Education)** | **€** |
| **If other funding is required for the project please provide details and proof of such funding** |  |
| **If a consultant has already been engaged to assist the board of management please provide a copy of the terms of engagement** |  |

I hereby request approval from Síol to commence the above outlined building project at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson, Board of Management)

Date:

**For Office Use only:**

**Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date reviewed by Property Subcommittee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is a referral to the Congregation required? Yes / No**

**Decision: Approval Granted**

 **Additional Information Requested**

 **Approval Declined**

Reason for Refusal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Síol Schools Trust

**Specimen Letter of Approval from the Le Chéile Trust to Commence Design of a Building Project**

|  |  |
| --- | --- |
| * School Name
 |  |
| * Roll Number
 |  |
| * School Address
 |  |
| * Contact Details
 |  |
| * Type of Grant/ Description of Project
 |  |
| * Estimated value of project
 | * €
 |
| * Amount of Funding Approved by Department of Education
 | * €
 |
| * Confirmed funding from other sources
 | * €
 |
| * Date of Approval from the Le Chéile Trust to apply to the DOE for a grant
 |  |
| * Date of Application to le Chéile Trust for approval to commence a project
 |  |

Dear X

I am pleased to inform you that the Le Chéile Trust has approved your application to commence design of the above project. You may now proceed to appoint your consultant/ design team. Please send me a copy of the executed design team appointments once they are signed.

The board of management is responsible for ensuring that national procurement regulations and the Department of Education design team procedures are strictly complied with. If you have any difficulty with the appointment process please contact me for guidance.

Please note that neither this nor the letter of approval of funding you received from the Department of Education constitutes approval for the actual commencement of the works. Depending on the value and type of the project you will be required to consult with the Department of Education at different stages. It is the responsibility of the board of management to ensure that the consultant/ design team is familiar with the relevant Department of Education design team procedures and provides the board of management with the information and documentation required by the Department of Education at the various stages of the project.

The Le Chéile Trust Building Approval Process is aligned to the Department of Education procedures and is designed to protect the board of management by ensuring that the consultant/ design team appointed complies with all of the relevant Department of Education design team procedures. I attach a checklist of documents which must be submitted to the Le Chéile Trust for this stage of the project. Once the consultant/ design team is appointed you should provide them with a copy of this checklist and ensure that they understand that the board of management have an obligation to submit this information to the Le Chéile Trust as the project progresses.

Once the design stages are complete and the project is ready for tender you must obtain approval from the Department of Education and the Le Chéile Trust prior to proceeding to tender. Under no circumstances should you proceed to tender without approval from the Department of Education and the Le Chéile Trust.

* I wish you well as you progress this project.
* Yours sincerely
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Le Chéile Buildings Advisor

**Checklist of Documents to be Submitted to the Le Chéile Trust for approval to go to tender on a project under the Summer Works or Emergency Works Scheme (or any works with a value of less than €1 million)**

|  |  |
| --- | --- |
| **Document** **Requirements under Department of Education DTP for Small Works 7th Edition October 2021. The board of management must ensure that the Consultant/ Design Team comply with the most recent version of DTP for Small Works****Documents required from Consultant/ Design Team are underlined** | **Date Submitted/ confirmed to the Le Chéile Trust** |
| **Appointment of Consultants**Copy of the **conditions of Engagement of the consultant/ design team** as signed by the Board of Management and the consultant/ design team. |  |
| **Pre-Stage 1****Written confirmation from the Design Team** that the Project Brief is clearly defined, viable and can be constructed within the funding confirmed by the Department of Education and that the project brief has been agreed by the board of management. |  |
| **Pre-Stage 1**If early analysis reveals unforeseen works that threaten the viability of the project provide confirmation that a Pre-Stage 1 report has been submitted to the Department of Education and that no further work will be undertaken pending confirmation from the Department of Education as to how to proceed. |  |
| **Combined Stages 1 and 2a – Preliminary Design and Developed Design**Confirmation from the board of management that the **combined stage 1/2a report** has been submitted to the Department of Education together with the observations of the board of management and confirmation that no further work will be done until written approval has been provided by the Department of Education. If the board of management is intending to include works beyond the scope outlined in the letter of approval and to fund these works from its own resources the Stage 1/2a Report must detail the cost of these works and provide evidence of the availability of funds to cover the cost. |  |
| **Stage 2b – Detailed Design and Preparation of Tender Documents**Confirmation from the design team when all necessary **planning and statutory approvals** have been obtained and the design team is ready to prepare the tender documents. |  |
|  |  |
| **Stage 2b – Detailed Design and Preparation of Tender Documents**Confirmation from the Board of Management that the design team has submitted **a pre-tender report** for agreement by the board of management before going to tender and that this has been submitted to the Department of Education and that no further work will be done until approval has been received from the Department of Education. |  |

**Checklist of Documents to be Submitted to the Le Chéile Trust for approval to go to tender on a Major Project or Additional Accommodation**

|  |  |
| --- | --- |
| DocumentRequirements under Department of Education Design Team Procedures. The board of management is responsible for ensuring the Design Team comply with the latest version of Design Team Procedures. | Date submitted/ confirmed to the Le Chéile Trust |
| Engagement of ConsultantsA copy of the Conditions of Engagement for Consultancy Services entered into with each member of the design Team signed by the board of management and the design team member.  |  |
| Stage 1 – Preliminary DesignConfirmation that the Preliminary Design Stage 1 report has been submitted to the Department of Education and confirmation of the date of the meeting with the Department of Education if one is requested. |  |
| Stage 2a – Developed Design Confirmation that a Stage 2a submission has been submitted to the Department of Education and confirmation of the date of the meeting with the Department of Education if one is requested.  |  |
| Stage 2b – Detailed DesignA copy of the letter from the Design Team to the Department of Education confirming that Stage 2b (Detailed Design) has been completed in accordance with the brief and requesting authorisation to proceed to tender. |  |
| Stage 2b – Detailed DesignA copy of the written authorisation from the Department of Education to proceed to tender stage  |  |

**Appendix C**

**Gateway 3 –** Le Chéile Application Form for Approval to Proceed to Tender and specimen letter of approval from the Le Chéile Trust attaching checklists of documents required for the tender stage

*Síol Schools Trust CLG*

***c/o Le Chéile Education Centre, Bushy Park House, Templeogue Road, Dublin D6W EH51***

***Telephone: 01 5380104 E-mail:*** ***admin@lecheiletrust.ie*** ***Web:*** [***www.lecheiletrust.ie***](http://www.lecheiletrust.ie)

**Le Chéile Trust Building Approval Process**

**Gateway 3**

**Application for Approval to go to Tender on a Building Project**

**NB: No works should commence until written approval is received from both the Department of Education and the Le Chéile Trust.**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Roll Number** |  |
| **School Address** |  |
| **Contact Details****(email and mobile phone no.)** |  |
| **Scheme under which funding has been approved by the Department of Education** |  |
| **Amount of funding approved by the Department of Education (Attach copy of Letter from DOE confirming the School is authorised to proceed to tender** | **€** |
| **If other funding is required for the project please provide details and proof of such funding** |  |
| **Please confirm that all of the documents identified in the checklist of documents provided by the Le Chéile Trust at Gateway 2 have been provided** |  |

I hereby request approval from Síol to commence the above outlined building project at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson, Board of Management)

Date:

**For Office Use only:**

**Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date reviewed by Property Subcommittee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is a referral to the Congregation required? Yes / No**

**Decision: Approval Granted**

 **Additional Information Requested**

 **Approval Declined**

Reason for Refusal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Síol Schools Trust

**Specimen Letter of Approval from the Le Chéile Trust to go to tender on a Building Project**

|  |  |
| --- | --- |
| * School Name
 |  |
| * Roll Number
 |  |
| * School Address
 |  |
| * Contact Details
 |  |
| * Type of Grant/ Description of Project
 |  |
| * Estimated value of project
 | * €
 |
| * Amount of Funding Approved by Department of Education
 | * €
 |
| * Confirmed funding from other sources
 | * €
 |
| * Date of Approval from the Le Chéile Trust to commence design of the project
 |  |
| * Date of Application to le Chéile Trust for approval to proceed to tender
 |  |

Dear X

I am pleased to inform you that the Le Chéile Trust has approved your application to commence the tender process on the above project.

Please note that neither this nor the letter of approval to proceed to tender you received from the Department of Education constitutes approval for the actual commencement of the works. You are required to consult with the Department of Education before appointing a contractor. It is the responsibility of the board of management to ensure that the consultant/ design team is familiar with the relevant Department of Education design team procedures and provides the board of management with the information and documentation required by the Department of Education before a contractor is appointed.

The Le Chéile Trust Building Approval Process is aligned to the Department of Education procedures and is designed to protect the board of management by ensuring that the consultant/ design team appointed complies with all of the relevant Department of Education design team procedures. I attach a checklist of documents which must be submitted to the Le Chéile Trust for this stage of the project. You should provide the design team/ consultant with a copy of this checklist and ensure that they understand that the board of management have an obligation to submit this information to the Le Chéile Trust as the project progresses.

The Department of Education regularly conduct online inspections of tender processes. You should maintain an up to date digital file so that it can be made available for inspection on request from the Department of Education. The file must contain the following:

1. Where the value of a project exceeds €200,000 proof in the form of a screen grab that the tender was placed on eTenders for 30 days.

1. Where the value of a project is less than €200,000 proof in the form of emails or quotes that 5 written tenders were sought e.g. copies of emails or quotes (Note – there is no requirement for 5 replies to have been received).

1. Tenders must be returned to the school and opened by the board of management. They must not be returned to the design team or opened by anyone other than the board of management. A record of the opening of the tenders must be maintained on the digital file. Failure to comply with this procedure may lead to a project having to be re-tendered at the cost of the school.

Once the tender process is complete and you are ready to appoint a contractor you must obtain approval from the Department of Education and the Le Chéile Trust prior to appointing the contractor. Under no circumstances should you appoint a contractor without approval from the Department of Education and the Le Chéile Trust.

* I wish you well as you progress this project.
* Yours sincerely
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Le Chéile Buildings Advisor

**Checklist of Documents to be Submitted to the Le Chéile Trust once the tender process is complete on a Major Project or Additional Accommodation**

|  |  |
| --- | --- |
| **Document****Requirements under Department of Education Design Team Procedures. The board of management is responsible for ensuring the Design Team comply with the latest version of Design Team Procedures.** | **Date submitted to Le Chéile Trust** |
| **Stage 3 – Tender Action**Confirmation that the Stage 3 (tender) report has been submitted to the Department of Education |  |
| **Stage 3 – Tender Action**A copy of the written authorisation from the Department of Education to accept a tender and enter a contract with the preferred bidder. |  |

**Appendix D**

**Gateway 4 –** Le Chéile Application Form for Approval to sign a Letter of Acceptance with a Contractor and specimen letter of approval from the Le Chéile Trust attaching checklists of documents required for the construction stage

*Síol Schools Trust CLG*

***c/o Le Chéile Education Centre, Bushy Park House, Templeogue Road, Dublin D6W EH51***

***Telephone: 01 5380104 E-mail:*** ***admin@lecheiletrust.ie*** ***Web:*** [***www.lecheiletrust.ie***](http://www.lecheiletrust.ie)

**Le Chéile Trust Building Approval Process**

**Gateway 4**

**Application for Approval to Appoint a Contractor on a Building Project**

**NB: No works should commence until written approval is received from both the Department of Education and the Le Chéile Trust.**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Roll Number** |  |
| **School Address** |  |
| **Contact Details****(email and mobile phone no.)** |  |
| **Scheme under which Department of Education funding has been approved** |  |
| **Amount of confirmed funding from Department of Education and authorisation to accept a tender and enter into a contract with the preferred bidder (Please attach confirmation)** | **€** |
| **Tender Sum of the Apparently Successful Tenderer/ Preferred Bidder** |  |
| **Amount of funding from other sources (please attach proof)** | **€** |
| **Have the documents identified in the checklist of documents furnished to the School at Gateway 3 been provided to the Le Chéile Trust**  |  |

I hereby request approval from Síol to appoint a contractor on the above project

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson, Board of Management)

Date:

*Síol Schools Trust CLG*

***c/o Le Chéile Education Centre, Bushy Park House, Templeogue Road, Dublin D6W EH51***

***Telephone: 01 5380104 E-mail:*** ***admin@lecheiletrust.ie*** ***Web:*** [***www.lecheiletrust.ie***](http://www.lecheiletrust.ie)

**Le Chéile Trust Building Approval Process**

**Gateway 4**

**Approval to Enter into a Contract Appointing a Contractor on a Building Project**

|  |  |
| --- | --- |
| * School Name
 |  |
| * Roll Number
 |  |
| * School Address
 |  |
| * Contact Details
 |  |
| * Type of Grant/ Description of Project
 |  |
| * Value of project
 | * €
 |
| * Amount of Funding Approved by Department of Education
 | * €
 |
| * Confirmed funding from other sources
 | * €
 |
| * Date of Approval from the Le Chéile Trust to proceed to tender
 |  |
|  |  |
| * Date of Application to the Le Chéile Trust for approval to enter into a contract appointing a contractor
 |  |

Dear X

I am pleased to confirm that the Le Chéile Trust has approved your application to enter into a contract appointing a contractor on this project. Please note that the chairperson of the board of management must sign the Letter of Acceptance. Please send me a copy of the Letter of Approval as soon as it is signed.

I attach a checklist of documents which the board of management must submit to the Le Chéile Trust for this stage of the project. As previously explained the documents required are the same as those required by the Department of Education and the Le Chéile Approval Process is designed to protect boards of management by ensuring that the Design Team are complying with the Department of Education requirements.

It is extremely important that the Design Team comply with the monthly reporting obligations to the Department of Education and the board of management must review those monthly reports and ensure that they accurately reflect all additional costs and potential claims. It is common in construction projects to have increased costs as the project progresses. In general the Department of Education will provide funding for additional costs but only those that have been brought to their attention and approved by them at the time when they occur. If the procedures for approval are not complied with the board of management will be liable for additional costs so it is most important that the board of management closely monitor the monthly reports.

If you require assistance at any stage please do not hesitate to contact me. I wish you all the very best as you commence construction.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Le Chéile Buildings Advisor

*Síol Schools Trust CLG*

***c/o Le Chéile Education Centre, Bushy Park House, Templeogue Road, Dublin D6W EH51***

***Telephone: 01 5380104 E-mail:*** ***admin@lecheiletrust.ie*** ***Web:*** [***www.lecheiletrust.ie***](http://www.lecheiletrust.ie)

**Le Chéile Trust Building Approval Process**

**Gateway 4**

**Checklist of Documents to be Submitted to the Le Chéile Trust for a summer works or emergency works project or where the value of the works is less than €1 million**

|  |  |
| --- | --- |
| **Document****Requirements under Department of Education DTP for Small Works 7th Edition, October 2021 – The Board of Management must ensure the Consultant/ Design Team comply with the most recent version of the DTP for Small Works****Documents required from Consultant/ Design Team are underlined** | **Date Submitted to the Le Chéile Trust** |
| **Stage 4 – Construction**Confirmation that a **Letter of Intent** issued to the preferred bidder together with the Form of Tender with the tender acceptance section signed and confirmation that letters have been sent to all unsuccessful tenderers and that the Letter of acceptance will not be issued until a period of 16 calendar days has elapsed from the issue of the letters to the unsuccessful tenderers. |  |
| **Stage 4 – Construction**A copy of the **Letter of Acceptance** |  |
| **Stage 4 – Construction**Confirmation that the Design team has prepared a **monthly financial review** highlighting any variations or project delays that may affect the final contract cost which should be accompanied by a summary progress report comparing progress to date with the agreed programme of work and highlighting any areas of delay and the action being taken to maintain the agreed programme. |  |
| **Stage 5 – Construction**Confirmation from the board of management that the design team has provided the **Safety File** to the school. |  |
| **Stage 4 – Construction**A copy of the **Certificate of Substanatial Completion** |  |
| **Stage 5 – Handover and Final Account**Confirmation from the board of management that the design team has issued it with the **latest issue of construction drawings, copies of all guarantees, an Architects Opininon on Compliance of the works with Planning and Development Acts and a copy of the signed Certificate of Compliance on Completion**. |  |
| **Stage 5 – Handover and Final Account**Confirmation that the **final account report** has been submitted to the board of management |  |
| **Stage 5 – Handover and Final Account**A copy of the **Defects Certificate** together with confirmation from the board of management that all payments have been made to the contractor and the project is complete. |  |

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**Le Chéile Trust Building Approval Process**

**Gateway 4**

**Checklist of Documents to be Submitted to the Le Chéile Trust for a Major Project or Additional Accommodation**

|  |  |
| --- | --- |
| **Document****Requirements under Department of Education Design team Procedures. The board of management must ensure the Design Team comply with the latest version of the Design Team Procedures.** | **Date Submitted to the Le Chéile Trust** |
| **Stage 4 – Construction**A copy of the Letter of Acceptance signed by the Chairperson of the Board of Management |  |
| **Stage 4 – Construction**A copy of the Form of Tender and Schedule executed by the Contractor. |  |
| **Stage 4 – Construction**Confirmation that the Employers Representative has issued monthly Progress Report prepared together with each Interim Certificate. |  |
| **Stage 4 – Construction** Confirmation that the Employers Representative has prepared aSummary Anticipated Final Account with the Certificate of Substantial Completion together with confirmation from the Employers Representative that consultation with the Department of Education is not required. |  |
| **Stage 4 – Construction**Confirmation whether consultation with the Department of Education is required and a detailed explanation from the Employer’s Representative highlighting any discrepancies between the anticipated Final Account Summary and the monthly Progress Reports and confirmation from the board of management that this has been submitted to the Department of Education. |  |
| **Stage 5 – Handover and Final Account**A copy of the **Certificate of Substantial Completion** |  |
| **Stage 5 – Handover and Final Account**Confirmation that the Draft Final Account has been submitted by the Employers Representative together with confirmation that the adjusted Contract sum is within the original Contract Sum plus the cost of any Change Orders with the limits of the Employers Representatives authority plus the cost of any Department of Education approved changes.  |  |
| **Stage 5 – Handover and Final Account**Where the adjusted Contract Sum is greater than the Department of Education authorised sum confirmation from the board of management that the draft final account including all costs for which a request for authorisation has not yet been submitted including costs arising from contractor claims has been forwarded to the Department of Education and a request has been made for a meeting with the Department of Education to discuss the additional costs and request additional funding. **The Le Chéile Buildings Advisor should be invited to any such meeting.** |  |
| **Stage 5 – Handover and Final Account**Confirmation that the the Penultimate Certificate and the Final Account Report have been submitted to the Department of Education. |  |
| **Stage 5 – Handover and Final Account**Confirmation that the Safety File has been provided to the School. |  |
| **Stage 5 – Handover and Final Account**A copy of the Defects Certificate |  |