

Cathedral Centre  
3 Ford Street  
Salford M3 6DP

Telephone: 0161 817 2204  
Fax: 0161 372 9991  
Email: [school.buildings@dioceseofsalford.org.uk](mailto:school.buildings@dioceseofsalford.org.uk)

**APPLICATION TO THE DIOCESAN TRUSTEES FROM THE  
CHAIRMAN OF GOVERNORS FOR TENDER STAGE APPROVAL**

Name of School:	
Headteacher:	
Address:	
Post Code:	
Telephone Number:	
Local Authority:	
Approved Project Number:	
Project Title:	

You may proceed with the works prior to approval if the tender complies in all respects with previous approvals

Tender Date			Tender Expiry			
Expected start date			Contract Period			
Please advise on procurement method: eg Single Stage Selective; Quotation etc.						
Three lowest tenders				£		
				£		
				£		
Please attach a tender report giving details of any modifications made with cost implications.						

Gross cost of Project including VAT and Fees	£
--	---

Distributed as shown	DFC £		LCVAP £		Other £	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Building work						
VAT						
Professional fees						
VAT						
Totals						

Consultant Signature:		Date:	
Chairman's Signature:		Date:	
Headteacher's Signature:		Date:	

This form is to ensure you have the Trustees' agreement to proceed. You will receive notification of this within 7 days.

**PLEASE RETURN TO: The Diocese of Salford at the above address.**

<b>FOR OFFICE USE ONLY</b>	
Received:	Approved by Building Office:
Responded:	Approved by Finance Office:

<b>COMMENTS</b>
-----------------