|  |
| --- |
| **Project Notification Document (PND)** **Minor & Small Works <£5k** |
|  |  |
| **Project name:** |  |
| **Project number:** |  |
| **Date:** |  |
| **Document Author:** |  |
| **Project information (including DelivErables and benefits):** |
|  |
| **Cost Breakdown** |
|

|  |  |  |  |
| --- | --- | --- | --- |
|  | **£ Net** | **£ VAT@17%\*** | **£ Gross** |
| **Construction** |  |  |  |
| **Other** |  |  |  |
| **Total** |  |  |  |
| ***\*Note:*** *VAT rate is 85% of 20% VAT which equates to 17% (College’s non-recoverable rate)* |

 |
| **ENDORSEMENTS** |
| **Job Titles and Names** | **Signatures** | **Dates** |
| **Director of Estates:** Nick Roalfe | y |  |
| **Head of Building Operations:**  |  |  |
| **Head of Engineering:** Andy Hammond |  |  |
| **Building /Project Manager:** |  |  |
| **Client Representative:** | ii |  |
| **Budget Centre**  |  |
| **Financial Approval Requested Now** |  |
| **Project Start Onsite** |  |
| **Project Completion**  |  |