|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  | | |