



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE



## NEW WORKS REQUEST

If you wish to clarify any point or to discuss the proposal prior to making a request please contact extension 1150 or 4951

This form is to be approved by the Head of Department/Section requesting works and returned to the Estates Capital Development Team. By email to [Estates.New-Works@lse.ac.uk](mailto:Estates.New-Works@lse.ac.uk) or to Capital Development, Estates Division, TW1 room 5.01 (No works will commence until this NWR is approved)

All sections must be completed.

Location of Works: Building: \_\_\_\_\_ Room No: \_\_\_\_\_

Brief Description of Works Required: (Please attach any sketch plans)

Completion Date Required: \_\_\_\_\_ Any Special Requirements (power/data) other: \_\_\_\_\_

Who, within your Department/Division, is responsible for this request and with whom should all liaison be made?

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

This project will be funded from Department/Section/ Cost Centre Code \_\_\_\_\_ 'Feasibility only' Yes / No

I hereby authorise expenditure up to the sum of £ \_\_\_\_\_  
Enter budget figure or estimate

(Actual costs will be agreed with budget holder prior to committing expenditure) If you wish feasibility survey to be carried out enters the words 'Feasibility only'.

Signed HOD \_\_\_\_\_ Name: \_\_\_\_\_  
or Budget Holder

HOD: \_\_\_\_\_ Extension No: \_\_\_\_\_ Room No: \_\_\_\_\_

### Planning & Development use only:

This section to be completed by the Director of Capital Development. An Acknowledgement will then be returned to the Head of Department/Division requesting work. Budget transfer will be made on payment of invoices for costs incurred in respect of this project.

	Yes / No	Comment		Yes / No	Comment
<b>Project Approved</b>			CDM Applicable		
Re-Charge to Department/Service	Yes / No		Environmental Health	Yes / No	
Asbestos Register to be Checked	Yes / No		Fire Risk assessment update	Yes / No	
Building Regs Applicable	Yes / No		Update CAD Drawings	Yes / No	
Planning Permission Required	Yes / No		Other Statutory Requirements	Yes / No.....	
Listed Building Consent Required	Yes / No		Notify H&S	Yes / No	
Environmental Consultation	Yes / No		S.M.G approval required	Yes / No	

Project Reference \_\_\_\_\_ Date Received \_\_\_\_\_

Project Manager \_\_\_\_\_ Signed \_\_\_\_\_ Director of Capital Development  
Comments:-