

Social Housing Approval Process

Sponsoring Agency
Local Authority

Sanctioning Authority
Department of Environment, Community & Local Government

Site Identification

Yes

Compile Capital Appraisal (Ref PSC Section B.01)

1. Confirm Need (Waiting List, O/T report for SN etc.)
2. Assess alternative means of meeting need
3. Recommendation
4. No. and type of units (approx.), site area, permissible density
5. Site location map showing neighbourhood facilities & tenure
6. Site constraints and site abnormalities
7. Approximate cost and programme, **Form CWMF P.R. 01**
8. Project Manage/Delivery – Traditional, D&B, Consultants etc.
9. Programme

Submit

Informally consult on location, any abnormalities and cost to agree suitability

APPROVAL STAGE 1

Project Review 1: Confirm Approval for Design Expenditure

Evaluate: Need & Alternatives
Consistency with Sustainable Communities
Site considerations and Planning Considerations
Cost/Value for Money
If Appropriate Recommend Budget

Review Technical Report
Consider priority and funding
Resources in programme period

Procure Design Team (including Assigned Certifier, PSDS) in whole or to augment in house professionals? EU Procurement required? – Otherwise National Procurement process

Issue approval in principle (or reasons for not) with/without conditions and advise approved budget. Funding commitment

Prepare initial outline design to meet project brief, consistent with QHFSC, Planning and Urban Design within budget

Informally consult Architect/QS Advisor on layout, house/apartment design, type mix and cost

Compile Stage 2 Submission
Prepare final outline design for approval under Planning Acts
Submit with **Form CWMF P.R. 04**

Submit

APPROVAL STAGE 2

Project Review 4: Assess Project prior to Statutory Approval Submission

Evaluate: Consistent with Sustainable QHFSC guidelines and project brief Planning, Urban Design Best Practice and headline Building Control/Fire.
Assess Consultant Procurement, Costs with UCC and VFM. Update budget as appropriate

Review Technical Report

Obtain Approval under Planning Act (Part XI – Part 8)

Granted

Issue approval to proceed to Planning and Tender documents with/without conditions and advise any budget updated

Advance Detailed Design – Prepare Cost Plan
Notify Department if significant Cost Increase likely
Further Statutory Applications (Multi Occupancy: DAC, Fire Safety, etc.)
Complete Detailed Design
Complete Tender Documentation with Costs

Review revised costs - Consider requesting Cost Savings

Compile Stage 3 Submission
General Drawings, Pre tender Cost Report – **Form CWMF P.R. 06**

Submit

APPROVAL STAGE 3

Project Review 6: Approve Detailed Design Solution and Pre Tender Cost Estimate

Evaluate:
Consistent with previous submission
Costs. If in excess - Justifiable or savings required?

Review Technical Report
Consider priority and funding
Resources in funding period

Public Notice – OJEU or e-Tenders one or two stage tender process.
Receive- Evaluate Tenders

Issue approval to proceed to Tender with/without conditions and advise any updated budget.

Compile Stage 4
Tender Report with Recommendation - **Form CWMF P.R. 07**

Submit

APPROVAL STAGE 4

Project Review 7: Review Tender Returns in Advance of Contract Award

Review Tender Process Costs in line with Pretender Estimate or justifiable increase

Review Technical Report
Ensure Funding is allocated for completion

Letter of Intent

Advise all Tenderers

Issue no objection to acceptance of tender and approve all in budget at appropriate level.

Standstill Period

Check Bond and Insurance

AWARD CONTRACT

Contractor Starts on Site

ADMINISTER CONTRACT CONSISTENT WITH CONTRACT CONDITIONS AND CWMF TO LIMIT ANY BUDGET INCREASE TO CONTRACT CONTINGENCY