

Outline stages and timelines – approval to handover

Document produced by the *Education and Skills Funding Agency*

Stages	1	2		3	4
	Post application approval	Site provided as part of application	No site identified as part of application	Capital approval	Procurement
Key activities	<ul style="list-style-type: none"> DfE set up meeting ESFA site set up meeting Project Team set up Project enter into pre-opening phase 	<ul style="list-style-type: none"> Confirmation of site Heads of Terms agreed Exchange of contract Completion of acquisition of site 	<ul style="list-style-type: none"> LocatEd commissioned to search for site Site identified and agreement reached on suitability Heads of Terms agreed Exchange of contract Completion of acquisition 	<ul style="list-style-type: none"> Budget set for construction, FF&E and ICT 	<ul style="list-style-type: none"> Feasibility studies Tender period Business case and appointment of contractor Client engagement meetings
Average time	1-2 months	1 – 3 months	2 – 12 months <small>Varies by region and size of site required. May be longer for London and South-East region</small>	1 month	7 – 10 months

Stages	5	6	7
	Scheme design and planning application	Construction	Handover
Key activities	<ul style="list-style-type: none"> Outline design of scheme Submission of planning application Planning application determined by Local Authority: <ul style="list-style-type: none"> Approval: detailed design Rejection: appeal, Judicial Review 	<ul style="list-style-type: none"> Detailed design of the scheme ESFA agrees scheme and budget Contractor discharge any pre-conditions for planning Start on site/construction phase Procurement of loose FFE and ICT 	<ul style="list-style-type: none"> Completion of scheme Commissioning of all services Training of school staff Handover of building Start of defects period (1 year)
Average time	Education sites: 5 months MOL or sites requiring change of use designation by planning authority, planning appeals etc.: 12 months	Primary: 13 months Secondary: 18 – 22 months Special/AP: 12 months	1 month <small>Final accounts may take up to 3 months</small>

Average time from approval to handover		
Primary new build: 31 – 56 months	Secondary new build: 36 – 63 months	Special new build 30 – 55 months

