

# Public Document Pack

## Executive Member Decisions

Friday, 22nd December, 2023  
10.00 am

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### AGENDA

1. **Darwen Youth Centre & Audley and Queen's Park  
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Procurement Strategy**  
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Date Published: 22 December 2023  
Denise Park, Chief Executive

## EXECUTIVE MEMBER DECISION



<b>REPORT OF:</b>	Executive Member for Growth and Development
<b>LEAD OFFICERS:</b>	Strategic Director of Growth & Development
<b>DATE:</b>	20 December 2023

<b>PORTFOLIO/S AFFECTED:</b>	Growth and Development, Education, Childrens and Young People
<b>WARD/S AFFECTED:</b>	Audley & Queens Park; Darwen East;

**SUBJECT: Darwen Youth Centre / Audley and Queen's Park Children's Centre Youth Investment Fund – Contractor Procurement Strategy**

### 1. EXECUTIVE SUMMARY

1.1 This report seeks approval for the proposed contractor procurement strategy for development of the Darwen Youth Centre and Audley and Queen's Park Children Centre further to the awarding of Youth Investment Fund (YIF) Funding to Blackburn with Darwen Borough Council

### 2. RECOMMENDATIONS

That the Executive Member:

2.1 Approve the proposed contractor procurement strategy for the Darwen Youth Centre / Audley and Queen's Park Children's Centre YIF Developments.

### 3. BACKGROUND

3.1 In early 2023 Blackburn with Darwen Borough Council was successful in its bid to the Youth Investment Fund for the redevelopment and improvement of the existing young people's facilities of Darwen Youth Centre and Audley and Queen's Park Children Centre.

3.2 As part of the approved YIF schemes the Council identified the following major improvements to the two aforementioned buildings:

- A partial demolition of the Darwen Youth Centre and the construction of a second level on the existing one level structure, including mezzanine.
- A remodel and relaying of the multi - use games area at the rear of the Darwen Youth Centre
- Landscaping outside of the Darwen Youth Centre
- A partial internal renovation of the exiting Audley and Queen's Park Children Centre

3.3 Planning Applications have been submitted for both schemes.

3.4 The Council's will utilise the pre-procured Growth Teams Contractor and Development Framework for procurement of the construction works. The framework has five partners with the appropriate experience to deliver the project.

3.5 The framework has been utilised on multiple previous construction schemes including the successful delivery of three Growth Deal schemes and the construction of the Reel Cinema in Blackburn.

3.6 The contractor will be procured through a mini-competition, this will seek partner proposals for the project and their team. The partner will also have the opportunity to better their framework tendered rates or retain them. The process will ensure the Council is receiving value for money.

3.7 Tenders will be evaluated on: 70% Price /30% Quality. Contractors will be required to deliver social value as per their framework commitments. Bidders will be asked to price the works which will need to remain valid for 120 days.

#### **4. KEY ISSUES & RISKS**

4.1 A rigorous selection process to appoint Framework Partners has already been undertaken in 2017 which included both price and quality, this enables the Council to appoint a suitable contractor in condensed timescales.

4.2 An Expression of Interest has already been issued to framework partners which has confirmed multiple partners are interested in bidding the opportunity.

4.3 Other procurement options have been considered including an open tender. There are other frameworks available however none of which is suited the project needs. The Framework partners have vast amount of experience in the borough and have a commitment to Local labour and sub-contractors which is a key priority for the Council.

#### **5. POLICY IMPLICATIONS**

5.1 There are no policy implications to progress with the procurement of a contractor.

#### **6. FINANCIAL IMPLICATIONS**

6.1 The project and budget was approved at December 2023 Executive Board

[EBD1: Executive Board Decision \(moderngov.co.uk\)](#)

6.2 The project will be wholly funded by an external funding stream, The Youth Investment Fund, which has been awarded by the Social Investment Business (SIB), on behalf of the Department for, Culture, Media and Sport.

#### **7. LEGAL IMPLICATIONS**

7.1 The invitation to tender will be advertised to the framework partners through the Chest. The Procurement process will be managed by the Procurement Team.

7.2 The works will be carried out under terms and conditions of the Engineering and Construction Contract (NEC3 Option C)

## 8. RESOURCE IMPLICATIONS

8.1 Growth, Children's, Procurement and Legal resources will be utilised.

8.2 The Council's design partner John Puttick Associates and cost consultants Walker Sime have prepared the design of the scheme and a comprehensive scheme of works and will be part of the Council's Design team to evaluate the tender responses.

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

10.1 The respective planning applications will consult with the wider public through the Planning Application process for both the Darwen and Audley schemes

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Andrew Barrow</b>
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<b>DATE:</b>	11 December 2023
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<b>BACKGROUND PAPER:</b>	
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## EXECUTIVE MEMBER DECISION



<b>REPORT OF:</b>	Executive Member for Adults Social Care & Health
<b>LEAD OFFICERS:</b>	Strategic Director of Adults and Health
<b>DATE:</b>	20 December 2023

<b>PORTFOLIO/S AFFECTED:</b>	Adults & Health
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<b>WARD/S AFFECTED:</b>	(All Wards);
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<b>SUBJECT:</b> Telecare Service-Charging
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### 1. EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Executive Member for Adult Social Care and Health to a weekly charge to service users in receipt of Telecare Services.

### 2.RECOMMENDATION

**That the Executive Member Agrees to:**

The introduction of a flat rate charge of £1.70 for monitoring services for all current telecare service users who have monitored equipment with effect from Quarter 4 in the 2023/24 financial year.

### 3.Background

Telecare is an important means of assistance to support people to stay independent in their own home for longer, whilst providing improved choice and control for both individuals, families and carers.

Telecare has become a firmly integrated part of the support and care that is offered to people in Blackburn with Darwen, putting people more in control and supporting their independence.

The key social care and health benefits are:

- Encourages self-care: More self-reliance which leads to increased movement and independence.
- Keeping residents mobile: More physical activity; increased confidence will lead to movement which will strengthen core resilience. **Page 6**

- Early warning if a fall has taken place thereby reducing the amount of time individuals are at risk.
- Intelligence gathering enabling trends to be established.
- Service users do not need to be self-alerting; detector will be monitored, trip into system and pick up service if necessary, all keeping admissions to a minimum.
- Reduced unplanned admissions into hospital services.
- Referrals into falls service to receive evidence-based interventions as outlined in NICE Falls Pathway when properly integrated into the local economy.
- Medical prompts to help service users comply with medication regimes.
- Referrals into Integrated Neighbourhood Teams so they will get a holistic assessment and ability to access further service.

### **Current data**

#### **Telecare costs 2022/23**

Telecare equipment costs (Capital Spend)	£246,395.18
Telecare installation, repair and monitoring costs (Revenue Spend)	£74,499.07
<b>Total Cost</b>	<b>£320,894.25</b>

#### **Service provided in Blackburn with Darwen**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Number of service users</b>	2595	2858	3189	3562
<b>Monitored equipment</b>	2046	2319	2670	3020
<b>Non-monitored equipment</b>	549	539	519	542

### **4. KEY ISSUES & RISKS**

At present, Blackburn with Darwen Council provide telecare equipment, alarm monitoring to over 3000 people who meet the Care Act eligibility criteria. The way in which telecare is currently being delivered is not fully achieving the Council's objectives or ambition for the use of technology as existing services are reactive and alarm based. Whilst it is believed reasonable outcomes are being achieved for some service users, there is no systematic approach to measuring them.

There is evidence that service users have opted to accept the service in part because it is free and not always because it significantly addresses their care needs or serves a genuinely preventative

function. This has been reported in a range of feedback from staff and reaffirmed via assessment review within the ILS service. We have also considered the tangible data recorded on usage for service users within the Tunstall Response (our current Telecare Service Provider) service portal.

The impending upgrade of our national Telecoms infrastructure, the analogue switch off, is an opportunity to improve our technology enabled care offer and how it is delivered within Blackburn with Darwen. This infrastructure upgrade will offer the opportunity to embrace significant developments in unobtrusive environmental and behavioural sensors, trackable and wearable technology.

With digital tools and artificial intelligence, it will become easier to collaborate with family members, carers and our health colleagues. We will be able to bring our knowledge together, giving health and social care professionals, families and carers a more rounded picture of the person they are supporting.

The Telecare service is moving to a fully digital, preventative service, with an improved range of monitoring and alarm capabilities to meet a far greater range of needs. This does come at a significant capital cost. DFG BCF monies have been allocated for this purpose.

Each digital unit that replaces the analogue equipment contains a sim card which carries an annual cost of £45.00 per unit. This cost will be met from the Telecare revenue budget. Digitising the service cannot be undertaken without the need to introduce a weekly customer charge.

An exercise has also been completed to establish the charging policies for our near neighbours across the Lancashire footprint. Each Local Authority charges for Telecare, and has various levels of service, from basic monitoring, to proactive 'checking in' calls, to an enhanced package that includes a lifting service.

Legal advice received has confirmed that the Council can do this, including charging service users in receipt of commissioned care. The charge will be in addition to calculated Fairer Charging financial contributions.

The charge will offset the revenue costs incurred by Adults for the monitoring service. The cost of the equipment and installation will not be chargeable.

The service will include the offer of free, time limited (no longer than 6 weeks) telecare after hospital discharge, as part of the reablement process. This early exposure to telecare will help increase user confidence in the equipment and the service, whilst encouraging continued uptake.

All future service users with eligible social care needs will pay a weekly £1.70 fee for a 24/7/365 monitored service.

The charge, if approved, will be implemented within Quarter 4 of the 23/24 Financial Year.

## **5. POLICY IMPLICATIONS**

**Care Act 2014**

**Equalities Act 2010**



## Fairer Charging-Disability Related Expenditure Policy

### 6. FINANCE IMPLICATIONS

The introduction of Telecare charges to generate additional income was agreed as part of the 2023/24 savings options for Adult Social Care, with potential income of £76,750 in year and rising to £153,500 from 2024/25. Following consultation on the implementation of Telecare charges the savings achievable this financial year, if charges are introduced in quarter 4, are nominal due to delays in implementation. The shortfall in income during 2023/24 has been managed within existing portfolio budget resources. Full year income recovery is anticipated for 2024/25 and beyond.

This is a nominal charge for the administration and monitoring of the equipment and will have no impact on the financial assessment under the Care Act.

The implementation and administration of this charge will be met from within existing resources.

### 7. LEGAL IMPLICATIONS

Telecare is not a service that the Council has a general statutory responsibility/duty to provide to meet an assessed eligible need under the Care Act (i.e. one arising from the Care and support eligibility criteria under the Care Act). It is a separate service from any commissioned care package provided to service users who have been assessed as having eligible Care Act needs. Telecare is not a means tested service, therefore, a flat rate fee may be charged to anyone using the service, without any financial assessment (i.e. the cost of the service is that cost and it must be paid irrespective of the prospective user's financial circumstances).

Service users may apply to have the weekly charge they pay for telecare taken into account as "disability related expenditure" ('DRE') when the council carry out a financial assessment to determine what client contribution they are liable to pay towards the cost of their care package. The assessment of whether telecare charges should be counted as DRE will depend in each case on what telecare is being received and on the actual circumstances of the individual service user (disability, age, need, what the telecare service is being used for, etc). Where a service user asks for telecare to be taken into account as DRE, the Council's financial assessor will make that decision (as with any other request for DRE to be taken into account in a financial assessment).

If the Council and the NHS agreed that telecare needed to be provided for a particular individual specifically as part of their agreed package of S117 aftercare services, that individual would be entitled to receive the service free of charge, in the same way as all other s.117 aftercare services are provided free of charge. If the telecare was not being provided as part of the service user's s.117 aftercare, then the Council could charge the person for provision of the telecare service even if they were receiving a package of s.117 aftercare services.

### 8. RESOURCE IMPLICATIONS

No additional resources required.

### 9. EQUALITY AND HEALTH IMPLICATIONS

**Please select one of the options below. Where appropriate please include the hyperlink to the EIA.**

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 x In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

A consultation with current users has been completed. The data gathered is summarised as follows: 642 questionnaires returned. Several questions were asked, the documentation for this is included in additional documents. One significant question was answered as follows:

### **Are you in favour of the proposed £1.70 service charge?**

195 people strongly disagreed

95 people disagreed

132 people neither agreed nor disagreed

141 people agreed

52 people strongly agreed

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Susan Kalvenas</b>
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<b>DATE:</b>	08.12.2023
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<b>BACKGROUND PAPER:</b>	
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Telecare Consultation - Final Data				
<b>Q1. Please let us know who is completing this form by selecting the relevant options</b>	<b>Yes</b>	<b>No</b>	<b>Blank</b>	<b>Total No. of Responses rec'd</b>
I have a telecare life line and pendent	469	0	30	499
I am a Carer of someone who uses the telecare service	64	0	N/A	64
I am a family member or friend of someone who uses the telecare service	161	0	N/A	161
Other (please specify)	10	N/A	N/A	10
<b>Q2. Do you still have the telecare equipment provided to you by the Council?</b>	<b>Yes</b>	<b>No</b>	<b>Blank</b>	<b>Total No. of Responses rec'd</b>
	612	17	13	642
<i>If the answer is Yes, please answer the following questions:</i>	<b>Yes</b>	<b>No</b>	<b>Blank</b>	<b>Total No. of Responses</b>
Do you use the equipment and have pressed the lifeline for assistance any time in the last twelve months?	260	304	48	612
Do you have the equipment but have not needed to use it?	335	210	81	626
Does the equipment gives you reassurance should you need to summon help in the future?	563	35	44	642
Do you have the equipment but it is not used at all and stored away?	42	501	85	628
<b>Q3. How does having Telecare make you feel?</b>	<b>Yes</b>	<b>No</b>	<b>Blank</b>	<b>Total No. of Responses rec'd</b>
It makes me feel safe knowing that someone will respond	481	N/A	60	541
It provides reassurance for me and my family knowing that I have access to help if required	463	N/A	N/A	463
It means I can stay independently in my own home	394	N/A	N/A	394
<b>Q4. We are proposing to introduce a charge of £1.70 per week for anyone who has a Telecare service that connects to the Alarm Call Centre.</b>				
<i>What are your views about this proposal to charge for the service?</i>	<b>Yes</b>	<b>No</b>	<b>Blank</b>	<b>Total No. of Responses rec'd</b>
I strongly agree	52	N/A	34	86
I Agree	141	N/A	N/A	141
Neither agree nor disagree	132	N/A	N/A	132
I disagree	95	N/A	N/A	95
I strongly disagree	197	N/A	N/A	197
<b>Q5. To support people's independence, specifically after a period of Hospital admission, a Telecare package will be offered to new service users' free of charge for a period of 6 weeks' upon discharge to their own home.</b>				
Following this period, equipment can be returned or retained. If retained there will be a charge of £1.70 per week.	<b>Yes</b>	<b>No</b>	<b>Blank</b>	<b>Total No. of Responses</b>
<i>Do you agree with this proposal?</i>	288	283	65	636
<b>Q6. We are concerned that a number of people may wish to return their Telecare equipment if a charge is applied. Can you tell us what you would do?</b>	<b>Yes</b>	<b>No</b>	<b>Blank</b>	<b>Total No. of Responses rec'd</b>
I would ask to return the equipment.	191	N/A	126	317
I would want to keep the equipment and pay £1.70 a week for the service.	299	N/A	N/A	299
<b>Total comments rec'd</b>	<b>322</b>	<b>%</b>		
<b>Total comments in support of proposed charges</b>	<b>57</b>	<b>17.70%</b>		
<b>Total comments against proposed charges</b>	<b>212</b>	<b>65.84%</b>		
<b>Additional comments rec'd</b>	<b>53</b>	<b>16.46%</b>		
<b>Total number of questionnaires returned</b>	<b>642</b>			

## EXECUTIVE MEMBER DECISION



<b>REPORT OF:</b>	Executive Member for Growth and Development
<b>LEAD OFFICERS:</b>	Strategic Director of Environment & Operations
<b>DATE:</b>	20 December 2023

**PORTFOLIO/S AFFECTED:** Growth and Development

**WARD/S AFFECTED:** (All Wards);

### **SUBJECT: Technical Approval for Highway Structures**

To govern the planning, construction and alterations to highway structures by developers and third parties.

#### **1. EXECUTIVE SUMMARY**

The implementation of a Technical Approval for Highway Structures document will improve our control over the design and construction of all new highway structures or for the modification of any highway structures in accordance with Highway England's Standard CG 300 'Technical Approval of Highway Structures'

The Technical Approval for Highway Structures document will impose a discipline on developers, their proposals and the construction of any new highway structures or the modification of any existing highway structures by third parties, to minimise as much as is reasonable practicable the potential risks to highway users.

#### **2. RECOMMENDATIONS**

That the Executive Member:

Approves the proposed Technical Approval for Highway Structures Procedures for the review and adoption of highway structures.

#### **3. BACKGROUND**

It is a requirement that Technical Approval procedures are applied to the design and construction of all new highway structures or for the modification of any existing highway structures in accordance with Highway England's Standard CG 300 'Technical Approval of Highway Structures'

The Technical Approval for Highway Structures document sets out Blackburn with Darwen BC's guidelines for developers or any other persons who are intending to submit proposals to construct or alter any structure associated with the Highway.

These procedures and guidelines shall apply when the Developer wishes the Highway Authority to adopt the structure under Sections 38 and 278 of the Highways Act 1980.

The procedures shall also apply if adoption is not required but the design requires the consent of the Highway Authority under Section 167 of the Highways Act 1980.

The procedures can also be used for any other circumstances Blackburn with Darwen BC deem to be appropriate.

The procedures ensure, as far as reasonable practicable, that all structures associated with the highway are safe, durable, fit for their intended function and, in the case of structures proposed for adoption, designed in accordance with the current codes of practice and with overall buildability and minimum future maintenance costs in mind.

#### **4. KEY ISSUES & RISKS**

Without Technical Approval Guidance and Governance in place, there are no set procedures or requirements for developers, designers or any other persons to follow when proposing, constructing or wishing to alter any highway structures.

Without procedures in place Blackburn with Darwen BC may not be made aware of any plans or proposals for new or modifications to our highway structures resulting in sub-standard structures or poor solutions being provided without our approval.

This presents a risk to highway users by the presence of unknown or sub-standard structures on the network and a risk to Blackburn with Darwen BC of higher future maintenance costs for us to manage and maintain any sub-standard or poorly designed structures.

#### **5. POLICY IMPLICATIONS**

None

#### **6. FINANCIAL IMPLICATIONS**

None to implement the Technical Approval Guidance document.

Example fees and timescales for different categories of submissions to cover Blackburn with Darwen BC's associated costs are listed within the document.

Adopted structures will be subject to a Commuted Sum payable by the developer or 3rd party upon adoption to assist in future maintenance of the structure. Commuted Sums will be calculated taking into consideration the structure type, value, estimated lifespan and will allow for typical maintenance works usually required during this timeframe

#### **7. LEGAL IMPLICATIONS**

Requirement of Highway England's Standard CG 300 'Technical Approval of Highway Structures' to apply Technical Approval procedures.

#### **8. RESOURCE IMPLICATIONS**

None

**9. EQUALITY AND HEALTH IMPLICATIONS**

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

**10. CONSULTATIONS**

None

**11. STATEMENT OF COMPLIANCE**

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council’s Code of Corporate Governance.

**12. DECLARATION OF INTEREST**

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
<b>CONTACT OFFICER:</b>	<b>Mark Berry</b>
<b>DATE:</b>	<b>3/7/2023</b>
<b>BACKGROUND PAPER:</b>	Technical Approval for Highway Structures



# Technical Approval for Highway Structures



**Blackburn with Darwen  
Borough Council**

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## **Issue and Revision Record**

<b>Revision</b>	<b>Date</b>	<b>Originator</b>	<b>Purpose/Nature of change</b>
<b>A</b>	<b>12th May 2021</b>	<b>M. Berry</b>	<b>Document Created</b>
<b>B</b>	<b>31st May 2023</b>	<b>M. Berry</b>	<b>Document Reviewed</b>

## **Glossary of Abbreviations and Acronyms**

AIP	- Approval in Principle
BwD BC	- Blackburn with Darwen Borough Council
TAA	- Technical Approval Authority
TA	- Technical Approval
TAS	- Technical Approval Schedule



## **Introduction**

This document and its procedures and guidelines are intended for the use of Developers (and their Design Consultants) who are intending to submit proposals to construct or alter any structure associated with the Highway. Any other persons intending to construct private works for which the approval of the Highway Authority may be required can also use this document.

These procedures and guidelines shall apply when the Developer wishes the Highway Authority to adopt the structure under Sections 38 and 278 of the Highways Act 1980.

The procedures shall also apply if adoption is not required but the design requires the consent of the Highway Authority under Section 167 of the Highways Act 1980.

It is a requirement that TA procedures are followed for the design and construction of all new or modified highway structures in accordance with Highway England's Standard CG 300 'Technical Approval of Highway Structures'

For the purpose of this guidance the Highway Authority shall be BwD BC and the TAA shall be BwD BC's Highway Structures Department.

BwD BC Highways and Transport Services  
The Bungalow, Davyfield Road, Blackburn, BB1 2LX.  
Tel: 01254 30 4561  
Mob: 07713 78 6573  
[Civil.Engineering@blackburn.gov.uk](mailto:Civil.Engineering@blackburn.gov.uk)

## **Definition of a Highway Structure**

For this purpose, the term 'Highway Structure' shall include any bridge, subway, culvert, pipe, tunnel, manhole, chamber, wall, reinforced soil embankment, piece of street furniture, building or other structure built in, over, under or adjacent to any part of the Highway which affects the support of that Highway and/or the safety of the public using the Highway.

Technical Approval from BwD BC will be required for:

- a) Any bridge or culvert that carry the Highway having a clear span or internal diameter greater than 0.9 meters.
- b) Any bridges that span over the Highway.
- c) Any structures irrespective of height supporting the Highway or retaining land or property from the Highway.
- d) Any structures irrespective of height within 3.66 metres of the edge of the Highway.
- e) Any structures outside the Highway boundary as defined above that are proposed for adoption by BwD BC.

The term 'Highway' includes the carriageway, footway or verges, byways and other designated public rights of way adjacent to the structure which are maintainable at public expense or, for which the Developer is seeking adoption of under Section 38 or 278 of the Highways Act 1980.

## **Technical Approval Policy**

The Technical Approval procedures ensures, as far as reasonable practicable, that all structures associated with the highway are safe, durable, fit for their intended function and, in the case of structures proposed for adoption, designed in accordance with the current codes of practice and with overall buildability and minimum future maintenance in mind.

The Highway Authority will only consider adopting structures which either carry the highway or support it. Any structure spanning over the highway will not be adopted unless the structure itself carries a highway, or forms an integral part of the highway, such as a footbridge or traffic sign gantry.

Whether proposed to be adopted or not all structures built in the highway, or built wholly or partly within 3.66m (4 yards) of the highway boundary, or which otherwise may structurally affect the highway or its support, will be subject to these guidelines.

Where a structure is to be adopted by the Highway Authority this will be specifically written into the Section 30, 38 or 278 Agreement together with an agreed commuted sum figure for its future maintenance which the Developer is to pay to the Highway Authority.

For new highway structures, whether adopted or un-adopted, an easement strip/area adjacent to the structure will be required for future maintenance/reconstruction and inspection activities. It is recommended this easement is typically to have a clear width of 5m however, this can be adjusted practicably for structures of varying sizes, complexities and heights in site specific situations. i.e. a typical arrangement for a retaining wall retaining from 0.5m to 4m over a length of 200m would require an easement practicable for its maintenance/replacement which may range from 1m where there is a 0.5m retain to 5m where there is a 4m retain.

Walls (including wall toes) supporting private land adjacent to the highway will not be adopted and these walls must be totally founded on private land.

The Highway Authority will only adopt walls constructed to support the highway if an embankment is not a practicable solution. Gabions and crib walls will also only be considered in particular circumstances due to their experienced short life expectancy.

Where a structure is not to be adopted, a Maintenance Agreement will be required. Developer must demonstrate that they can meet the following criteria:

- a) They are the landowner of the site.
- b) They will have an income stream from the site sufficient to meet the maintenance obligations (i.e. a charge is levied for the use of the development).

The key to the successful adoption of a highway structure is early engagement between the TAA and the developer (or the developers design consultants) via BwD BC's Highway Structures Department

**Note: Structures will not be adopted if the procedures set out in this document have not been followed.**

## **Notification of proposed works and Form of Agreement**

The Developer must firstly complete and sign the Form of Agreement (Appendix 1) and submit it to the TAA for consideration along with outline proposals of the works e.g. concept sketches/drawings.

Upon receipt of the signed Form of Agreement the Developer will be advised of the estimated Technical Approval costs (excluding legal fees) and the category of the structure/s

The Developer (or Developers Consultant) shall be a Chartered Civil or Structural Engineer competent in the design of Highway Structures.

No part of the approval process will be commenced until the signed Form of Agreement has been received and accepted.

## **Structure Category**

Proposals will fall into one of four Categories 0, 1, 2 or 3 according to the criteria set out below and as further detailed in Highway England's Standard CG 300 'Technical Approval of Highway Structures'. The category boundaries are not fixed and in cases of doubt the category is to be decided in consultation with the TAA having a regard to the potential consequences of failure, design complexity and whole life costs.

The structures class will determine the need for AIP, the form of check to be applied and the certificates to be prepared.

- **Category 0 structures**

Minor structures that conform in all aspects of design, assessment and execution to DMRB and MCHW standards and contain no departures from standard and which also conform to one of the following:

- a) Single span simply supported structures with a span of less than 1.5m
- b) Buried structures with less than a 3m clear span/diameter and having more than 1m cover
- c) Multi-cell buried structures, where the cumulative span is less than 5m and having more than 1m of cover
- d) Earth retaining structures with an effective retained height of up to 1.5m

- **Category 1 structures**

Simple structures that can be analysed by static methods and where all aspects of the design and construction are in accordance with DMRB and MCHW standards for example:

- a) Structures with a single simply supported span of 5m or greater but less than 20m and having less than 25°
- b) Buried concrete box and corrugated steel buried structures with a span or diameter less than 8m.

c) Earth retaining structures with an effective retained height of up to 7m

- **Category 2 structures**

Intermediate structures which are not included within categories 0, 1 and 3 and may contain departures from standard.

- **Category 3 structures**

Complex structures which require sophisticated analysis or with any one of the following features:

- a) Any span exceeding 50m
- b) Skew exceeding 45°
- c) Difficult foundation issues
- d) Post tensioned structures
- e) Earth retaining structures with an effective retained height of up to 14m or greater
- f) Ground anchorages
- g) Structures with hidden or difficult to inspect elements
- h) Structures with cathodic protection installed.

### **Approval in Principle (AIP)**

Following acceptance of the Notification terms, the Developer (or Developers Consultant) is to submit a completed AIP document (Appendix 2) to the TAA for endorsement.

The AIP document outlines the concept for the design of the structure and incorporates the TAS, which lists all the current codes of practice and documents relevant to the design of the proposed highway structure.

The AIP should contain a location plan, a general arrangement drawing, relevant parts of the geotechnical investigation report and any other relevant information or reports. Calculations and detailed drawings need not form part of the submission.

The AIP along with the TAS can be completed and submitted electronically. It is recommended a draft unsigned copy of the AIP is sent to the TAA for comment prior to the formal submission. To complete the formal submission a copy of the signed AIP is to be submitted to the TAA. Once approved a copy of the endorsed AIP will be returned to the Developer (or Developers Consultant).

The AIP should be endorsed by the TAA and received by the Developer (or Developers Consultant) before the detailed design begins.

The endorsed AIP is valid for a period of three years from the TAA's acceptance date. If the design and check certificates have not been received within this three year period the AIP will have lapsed and a re-submission will be required.

## **Detailed Design**

Following endorsement of the AIP the detailed design of the proposed highway structure can commence.

Upon completion of the detailed design a Detailed Design Package, including drawings, calculations, specifications and testing requirements etc. is to be submitted to the TAA or the independent checker as identified in the AIP for the relevant checking.

If an independent checker is being used an additional copy of the Detailed Design Package is also to be submitted to the TAA for maintenance records and Reviewing purposes. This Durability and Maintenance Review is to ensure that the long-term maintenance implications and durability of the structure have been considered in the design and detailing and that it is in accordance with the TAA's requirements.

For Category 0 structures the TAA requires a location plan, a complete and fully detailed General Arrangement drawing, a copy of any calculations and a Design and Check certificate signed by the appropriate engineers from the design organisation.

For Category 1, 2 and 3 structures the TAA requires an AIP and TAS schedule along with detailed engineering drawings, a copy of the calculations, specifications and testing requirements along with a Design and Check certificate.

All costs associated with the appointment of an independent checker are to be met by the developer.

## Design and Check Certificates

Following the detailed design check and the TAA's Maintenance Review the Developer (or Developers Consultant) is to submit the relevant Design and Check Certificates (Appendix 3) certifying that the Highway Structure has been designed and checked in accordance with the AIP.

Category 0 and 1 structures require a combined Design and Check Certificate. In this case the complete design package requires checking by another engineer who can be from the same design or assessment team.

Category 2 and 3 structures require a separate Design and Check Certificate and are subject to a more rigorous checking regime which should be agreed by consultation with the TAA.

A signed copy of the Design and Check Certificates along with the associated documents from the Detailed Design Package (drawings, calculations, specifications and testing requirements) are to be submitted to the TAA for endorsement. A copy of the endorsed Design and Check Certificates will be returned to the Developer (or Developers Consultant). Design and Check Certificates can be submitted electronically.

Once accepted by the TAA a copy of the endorsed Design and Check Certificates will be returned to the Developer (or Developers Consultant).

The Design and Check Certificates are valid for a period of three years from the TAA's acceptance date. If works have not commenced and are substantially underway within this three year period the Design and Check certificates will have lapsed and a re-submission will be required.

**Note: If the procedures above have not been followed and endorsed by the TAA construction will not be permitted. In cases where the proposed structure is to be adopted approval for adoption will also not be granted.**

## Construction and Supervision

The construction work may not commence until any legal agreements are signed (if appropriate) and the Developer (or Developers Consultant) is in receipt of the Design and Check Certificates endorsed by the TAA. The Developer must notify the TAA of the programmed start and completion dates, prior to any works commencing on site.

The TAA is to be permitted access to the works at any time during construction for audit or supervision checking purposes. This will be undertaken at intervals that reflect the size and complexity of the works and will include important aspects of the construction work such as excavations, foundations, reinforcement etc. The TAA shall be advised in advance and be regularly updated of the key operations and their dates in the construction programme so site visits can be appropriately planned.

Immediately prior to the end of the maintenance period, for adoptable structures, the TAA will undertake an inspection of the structure and report any recommendations to the Developer for action.

### **Supply of As Built Information**

Upon completion copies of the As Built information along with the Operation and Maintenance Manual/Health and Safety File for the structure are to be submitted to the TAA for acceptance.

Along with the Operation and Maintenance Manual/Health and Safety File the As Built Information is to include, as a minimum, the As-Built drawings, final calculations, the works specification, final bending schedules, information on all materials used and components, records of statutory undertakers plant locations along with any legal agreements (such as land plans, licenses, easements and land ownerships)

### **Construction Compliance Certificate**

Once the content of the As Built information has been confirmed to be satisfactory the Developer (or Developers Consultant) is to prepare and submit a Construction Compliance Certificate (Appendix 4) certifying that the structure has been constructed in accordance with the approved Detailed Design Package.

The As Built records for a particular structure are to be submitted to the TAA within 4 weeks of its substantial completion and not of the scheme as a whole.

Once approved by the TAA a copy of the endorsed Construction Compliance Certificate will be returned to the Developer (or Developers Consultant).

**Approval for adoption will not be given by the TAA until the As-Constructed Records and Certificate of Construction Compliance have been received, approved and accepted by the TAA.**

## Example Fees and Timescales

Example fees chargeable for the different categories of submission are as listed in the table below.

The Developer will be advised of the actual estimated Technical Approval costs upon receipt of the signed Form of Agreement and notification of works (Appendix 1)

<b>Task</b>	<b>Fee £</b>	<b>Notes</b>
Early Engagement Pre-Submission	500	Optional early engagement meeting
Category 0 and others deemed 0 or below	1000	Fee covers AIP and Design and Check Certificates as required and durability / compliance check.  Additional costs incurred such as, but not limited to, review of additional information, site visits, meetings etc. are not covered.
Category 1 and 2 structures	2,600	
Category 3 structures	3,800	
Hourly Rate (as required)	100	For inspections, supervision, site visits and information reviews etc.

- 1) The estimated fees listed above are sufficient for up to two reviews by the TAA (or its Consultant) for each package, document or drawing submitted. If further reviews are required the TAA will request further fees to be paid before the process resumes.
- 2) Reviews will not commence until fees are paid in full.
- 3) Meetings and site visits are assumed to last a maximum of 1 hour, beyond this, the fee stated above may be increased.
- 4) All efforts shall be made to close out submissions within a timescale of six months.
- 5) Where Developers take longer than six months to close out submissions the TAA reserves the right to charge additional fees and restart the submission process.



## **Appendix 1**

### **Notification of Proposed Works Form of Agreement**

## **Appendix 2**

### **Approval in Principle Template**

## **Appendix 3**

### **Design and Check Certificates**

## **Appendix 4**

### **Construction Compliance Certificate**



## Form of Agreement

### FORM OF AGREEMENT FOR THE CONSTRUCTION OF OR ALTERATIONS TO HIGHWAY STRUCTURES

(TO BE COMPLETED AND SIGNED BY THE DEVELOPER)

Name of Development:	<b>Name</b>
Name of Structure:	<b>Name</b>
Name of Developer or Developers Consultant:	<b>Name</b>

1. I/we hereby confirm that I/we have read the 'TECHNICAL APPROVAL FOR HIGHWAY STRUCTURES' where Blackburn with Darwen Borough Council is the Technical Approval Authority and agree to the terms and conditions contained together with the associated costs.

Signed:	Signature
Name:	Name
Position Held:	Position in organisation
Registered Office:	Address
Date:	? day of ? 20??
Telephone Number:	Number
Email Address:	Email

Developer or Developers Consultant's Correspondence Address (if different from above):	Address
Telephone Number:	Number
Email Address:	Email

2. Brief description of works including enclosures e.g. outline sketch proposals or concept drawings of the proposed structure / scheme.



**BLACKBURN**  
*with*  
**DARWEN**  
BOROUGH COUNCIL

**Name of Structure**

Proposed retaining wall  
High Street, Blackburn

**APPROVAL IN PRINCIPLE**

Date: June 25th 2021

Name of Development:	
Name of bridge or structure:	
Structure ref. No.:	

## 1. HIGHWAY DETAILS

### 1.1 *Type of highway:*

Text

### 1.2 *Permitted traffic speed:*

Text

### 1.3 *Existing restrictions:*

Text

## 2. SITE DETAILS

### 2.1 *Obstacles crossed:*

Text

## 3. PROPOSED STRUCTURE

### 3.1 *Description of structure:*

Text

### 3.2 *Design working life:*

Text

### 3.3 *Structural type:*

Text

### 3.4 *Foundation type:*

Text

### 3.5 *Span arrangements:*

*Text*

*3.6 Articulation arrangements:*

*Text*

*3.7 Classes and levels:*

*Text*

*3.8 Road restraint system requirements:*

*3.9*

*Text*

*3.10 Proposed arrangements for future maintenance and inspection:*

*3.10.1 Access arrangements to structure*

*Text*

*3.10.2 Traffic management*

*Text*

*3.11 Environment and sustainability:*

*3.11.1 Environment*

*Text*

*3.11.2 Sustainability*

*Text*

*3.12 Durability. Materials and finishes:*

*Text*

*3.13 Risks and hazards considered for design, execution, maintenance and demolition. Consultation with and/or agreement from Lead Principal Designer:*

*Text*

*3.14 Estimated cost of proposed structure together with other structural forms considered, including where appropriate proprietary manufactured structure,*



*and the reasons for their rejection including comparative whole life costs with dates of estimates:*

Text

### *3.15 Proposed arrangements for execution:*

#### *3.15.1 Construction of structure*

Text

#### *3.15.2 Traffic management*

Text

#### *3.15.3 Services and statutory undertakers plant affected including diversionary works*

Text

#### *3.15.4 Interface with existing structures*

Text

## **4. DESIGN CRITERIA**

### *4.1 Actions:*

#### *4.1.1 Permanent actions*

Text

#### *4.1.2 Snow, wind and thermal actions*

Text

#### *4.1.3 Actions relating to normal traffic under AW and C&U regulations*

Text

#### *4.1.4 Actions relating to General Order Traffic under STGO Regulations*

Text

#### *4.1.5 Footway or footbridge variable actions*

Text

- 4.1.6 *Actions relating to Special Order Traffic, provision for exceptional abnormal load indivisible loads including location of vehicle track on deck cross section*

Text

- 4.1.7 *Accidental actions*

Text

- 4.1.8 *Action during construction*

Text

- 4.1.9 *Any actions or special actions not covered above*

Text

- 4.2 *Heavy or high load route requirements and arrangements being made to preserve the route, including any provision for future heavier loads or future widening:*

Text

- 4.3 *Minimum headroom provided:*

Text

- 4.4 *Authorities consulted and any special conditions required*

Authority	Special Conditions

- 4.5 *Standards and documents listed in the Technical Approval Schedule:*

- 4.5.1 *List of relevant documents from the Technical Approval Schedule:*

Text

- 4.5.2 *Additional relevant Standards and publications:*

Text

- 4.6 *Proposed Departures relating to departures from standards given in 4.5 above:*

Text

- 4.7 *Proposed Departures relating to methods for dealing with aspects not covered by standards in 4.5:*

Text

## **5. STRUCTURAL ANALYSIS**

- 5.1 *Methods of analysis proposed for superstructure, substructure and foundations:*

- 5.1.1 *Method of analysis for ultimate limit states*

Text

- 5.1.2 *Method of analysis for fatigue*

Text

- 5.1.3 *Method of analysis for serviceability limit states*

Text

- 5.2 *Description and diagram of idealised structure to be used for analysis:*

Text

- 5.3 *Assumptions intended for calculation of structural element stiffness:*

Text

- 5.4 *Proposed range of soil parameters to be used in the design of earth retaining elements:*

Text

## **6. GEOTECHNICAL CONDITIONS**

*6.1 Acceptance of recommendations of the Geotechnical Design Report to be used in the design and reasons for any proposed changes:*

Text

*6.2 Summary of design for highway structure in the Geotechnical Design Report:*

Text

*6.3 Differential settlement to be allowed for in the design of the structure:*

Text

*6.4 If the Geotechnical Design Report is not yet available, state when the results are expected and list the sources of information used to justify the preliminary choice of foundations:*

Text

## **7. CHECK**

*7.1 Proposed Category and Design Supervision Level:*

Text

*7.2 If Category 3, give name of proposed Independent Checker:*

Text

*7.3 Erection proposals or temporary works for which Type S and P Proposals will be required listing structural parts of the permanent structure affected with reasons:*

Text

## **8. DRAWINGS AND DOCUMENTS**

*8.1 List of drawings (including numbers) and documents accompanying the submission:*

Text

**9. THE ABOVE IS SUBMITTED FOR ACCEPTANCE BY**

Signed:

Name:

Engineering Qualifications:

Name of organisation:

Date:

**10. THE ABOVE IS REJECTED / AGREED SUBJECT TO THE AMENDMENTS AND  
CONDITIONS SHOWN BELOW**

Signed:

Name:

Position:

Engineering Qualifications:

Technical Approval Authority:

Date:

**Technical Approval Schedule (TAS)**



# Structure Design Certificate

## FORM OF CERTIFICATE FOR THE DESIGN OF CATEGORY 2 AND 3 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

Name of Development:	<b>Name</b>
Name of Structure:	<b>Name</b>
Name of Designer:	<b>Name</b>

1. We certify that reasonable professional skill and care has been used in the preparation of the design/assessment and check of the above named structure:

<b>Yes</b>
------------

With a view to securing that:

a) It has been designed/assessed in accordance with the following standards:

The Approval In Principle No.:	

Or any other methods of criteria

--



# Structure Design Certificate

## FORM OF CERTIFICATE FOR THE DESIGN OF CATEGORY 2 AND 3 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

- b) That the design has been accurately translated into the Contract Documents, Construction Drawings, Bar Bending Schedules (all of which have been independently checked). The unique numbers of these Drawings and Schedules are:

--

And that,

- c) The assessed capacity of the structure is:

--

### 2. Signatures

- i) Design/Assessment Team Leader:

Signed:	
Name:	
Engineering Qualifications:	
Name of organisation:	
Date:	





# Structure Design Certificate

## FORM OF CERTIFICATE FOR THE DESIGN OF CATEGORY 2 AND 3 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

ii) Design/Assessment Organisations Authorising Representative:

Signed:	
Name:	
Position held:	
Name of organisation:	
Date:	

The Certificate is accepted by the Technical Approval Authority (TAA)

Signed:	
Name:	
Position Held:	
Engineering Qualifications:	
For TAA:	
Date:	



## Construction Compliance Certificate

Name of Development:	<b>Name</b>
Name of Structure:	<b>Name</b>
Name of Developer:	<b>Name</b>

1. I/We certify that reasonable professional skill and care has been used in the supervision of the above named structure with a view to securing that it has been constructed in accordance with the agreed drawings and specification as amended and as agreed:

<b>Yes</b>
------------

### 2. Signatures

i) Supervision Team Leader:

Signed:	
Name:	
Engineering Qualifications:	
Name of organisation:	
Date:	

ii) Supervision Organisations Authorising Representative:

Signed:	
Name:	
Position held:	
Name of organisation:	
Date:	



## Construction Compliance Certificate

This Certificate and As-Built Records are accepted by the Technical Approval Authority (TAA)

Signed:	
Name:	
Position Held:	
Engineering Qualifications:	
For TAA:	
Date:	



# Structure Design and Check Certificate

## FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 1 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

Name of Development:	<b>Name</b>
Name of Structure:	<b>Name</b>
Name of Designer:	<b>Name</b>

1. We certify that reasonable professional skill and care has been used in the preparation of the design/assessment and check of the above named structure:

<b>Yes</b>
------------

With a view to securing that:

a) It has been designed/assessed in accordance with the following standards:

The Approval In Principle No.:	

Or any other methods of criteria

--

b) It has been checked for compliance with the relevant standards listed in 1a above

<b>Yes</b>
------------



# Structure Design and Check Certificate

## FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 1 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

- c) That the design has been accurately translated into the Contract Documents, Construction Drawings, Bar Bending Schedules (all of which have been independently checked). The unique numbers of these Drawings and Schedules are:

--

And that,

- d) The assessed capacity of the structure is:

--

### 2. Signatures

- i) Design/Assessment and Check Team Leader:

Signed:	
Name:	
Engineering Qualifications:	
Name of organisation:	
Date:	



# Structure Design and Check Certificate

## FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 1 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

ii) Design/Assessment and Check Organisations Authorising Representative:

Signed:	
Name:	
Position held:	
Name of organisation:	
Date:	

The Certificate is accepted by the Technical Approval Authority (TAA)

Signed:	
Name:	
Position Held:	
Engineering Qualifications:	
For TAA:	
Date:	



# Structure Design and Check Certificate

## FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 0 STRUCTURES

(APPLICATION FOR APPROVAL IN PRINCIPLE NOT REQUIRED)

Name of Development:	Name
Name of Structure:	Name
Name of Designer:	Name

1. We certify that reasonable professional skill and care has been used in the preparation of the design/assessment and check of the above named structure:

Yes
-----

With a view to securing that:

a) It has been designed/assessed in accordance with the following standards:

--

Or any other methods of criteria (Note: Departures not accepted for Category 0 structures)

--

b) It has been checked for compliance with the relevant standards listed in 1a above

Yes
-----



# Structure Design and Check Certificate

## FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 0 STRUCTURES

(APPLICATION FOR APPROVAL IN PRINCIPLE NOT REQUIRED)

- c) That the design has been accurately translated into the Contract Documents, Construction Drawings, Bar Bending Schedules (all of which have been independently checked). The unique numbers of these Drawings and Schedules are:

--

And that,

- d) The assessed capacity of the structure is:

--

### 2. Signatures

- i) Design/Assessment and Check Team Leader

Signed:	
Name:	
Engineering Qualifications:	
Name of organisation:	
Date	





# Structure Design and Check Certificate

## FORM OF CERTIFICATE FOR THE DESIGN AND CHECK OF CATEGORY 0 STRUCTURES

(APPLICATION FOR APPROVAL IN PRINCIPLE NOT REQUIRED)

ii) Design/Assessment and Check Organisations Authorising Representative:

Signed:	
Name:	
Position held:	
Name of organisation:	
Date:	

The Certificate is accepted by the Technical Approval Authority (TAA)

Signed:	
Name:	
Position Held:	
Engineering Qualifications:	
For TAA	
Date:	



# Structure Check Certificate

## FORM OF CERTIFICATE FOR THE CHECK OF CATEGORY 2 AND 3 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

Name of Development:	Name
Name of Structure:	Name
Name of Checker:	Name

1. We certify that reasonable professional skill and care has been used in the preparation of the design/assessment and check of the above named structure:

Yes
-----

With a view to securing that:

a) It has been checked in accordance with the following standards:

The Approval In Principle No.:	

Or any other methods of criteria

--



# Structure Check Certificate

## FORM OF CERTIFICATE FOR THE CHECK OF CATEGORY 2 AND 3 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

- b) That the design has been accurately translated into the Contract Documents, Construction Drawings, Bar Bending Schedules (all of which have been independently checked). The unique numbers of these Drawings and Schedules are:

--

And that,

- c) The assessed capacity of the structure is:

--

### 2. Signatures

- i) Check Team Leader:

Signed:	
Name:	
Engineering Qualifications:	
Name of organisation:	
Date:	



# Structure Check Certificate

## FORM OF CERTIFICATE FOR THE CHECK OF CATEGORY 2 AND 3 STRUCTURES

(APPROVAL IN PRINCIPLE REQUIRED)

ii) Checking Organisations Authorising Representative:

Signed:	
Name:	
Position held:	
Name of organisation:	
Date:	

The Certificate is accepted by the Technical Approval Authority (TAA)

Signed:	
Name:	
Position Held:	
Engineering Qualifications:	
For TAA:	
Date:	

## EXECUTIVE MEMBER DECISION



<b>REPORT OF:</b>	Executive Member for Children, Young People and Education
<b>LEAD OFFICERS:</b>	Strategic Director of Children & Education (DCS)
<b>DATE:</b>	20 December 2023

**PORTFOLIO/S AFFECTED:** Departments

**WARD/S AFFECTED:** (All Wards);

**SUBJECT: Framework for Specialist Educational Needs and/or Disability Transport**

### 1. EXECUTIVE SUMMARY

To seek approval from the Executive Member for Children, Young People and Education to create a new framework for the future tendering of contracts for Specialist Education Needs and/or Disability (SEND) transport and to retender the current contracts through an electronic auction process in February 2024.

### 2. RECOMMENDATIONS

That the Executive Member:

- Approves the creation of a new DPS framework for a four year period for any future procurement of SEND transport.
- Approves the retendering of the current contracts in February 2024 for contracts to commence after the Easter half term for a two year period.

### 3. BACKGROUND

The Council provides home-to-school/college travel support for children and young people with Special Education Needs and/or Disabilities, in accordance with its statutory obligations and published eligibility policies.

#### Creation of new DPS

The Council previously established a DPS (Dynamic Purchasing System) in 2019 for a four year period which ends on the 31<sup>st</sup> December 2023, there are currently 64 providers and sole traders on the current framework. A DPS framework unlike a traditional one allows suppliers to join the framework at any stage whilst the framework is live, this will ensure that as many suppliers as possible could qualify to participate in the framework in order to create more competition. As this framework is about to expire it is proposed that a new one be created for another four year period which will provide the Council with a compliant and cost effective route for procurement.

#### Social Value under the contract.

Under normal circumstances the Council would allocate 15% of the marks of any high value procurement to social value. Due to the nature of these contracts suppliers when bidding do not know the value of contracts that they will ultimately win therefore providers would encounter difficulty in

putting forward a proposal. Over the duration of the current DPS the department has done considerable work to bring sole trader Hackney Carriage operators directly onto the framework which has reduced costs for the Council, again with these being low value contracts it would be difficult for them to be competitive with the larger operators. The nature of transport services means that few providers from outside of the borough can be competitive in bidding for contracts. For any operators who win over £100k per annum of contracts it will be included that they will need to work collaboratively with the Council to formulate a social value offer.

### **Retendering of Contracts**

There are currently 166 different contracts in place covering over 500 children for this provision across a range of operators being provided through Saloon cabs, Hackney Carriage, minibuses and wheelchair accessible minibuses. The Council has been running electronic auctions for the provision of SEND transport since 2016 and whilst time consuming for procurement officers in terms of training providers and running the process this has proved to be a cost effective model for the Councils finances. The auctions are price based and split into various lots according to vehicle types.

## **4. KEY ISSUES & RISKS**

- If contracts are not awarded then the Authority would be at increased risk of being in breach of its statutory responsibility to provide transport for children and young people.
- The Council needs to have a cost effective, timely and compliant procurement solution to ensure that the requirements for SEND transport can be provisioned when required, use of the framework agreement will achieve this.
- By using a DPS framework this will enable suppliers to join at any stage over the duration of the framework allowing a constant flow of suppliers ensuring there is sufficient competition to drive best value for money.

## **5. POLICY IMPLICATIONS**

A continuation of service is required in order to meet the required statutory obligation of providing and Special Educational Needs and Disability Transport.

Education and Inspections Act 2006.

508B and 508C Education Act 1996.

The delivery of a high quality SEND Transport service has a positive impact on the outcomes of children and young people.

## **6. FINANCIAL IMPLICATIONS**

The current cost of providing SEND transport under the previous contract stood at just over £1.75million per annum for the last financial year.

Following on from the previous volatility of the fuel market the new contract will include the same mechanism where the price of fuel is benchmarked at the time of going to tender. For each 15p per litre that the cost of unleaded or diesel goes above / below the pricing the Council will add or deduct 3.33% to the costs of the contract. This will occur on a monthly basis with the Council looking at the price of fuel on the last day of the month through the RAC website and then applying the adjustment for the contracts delivered that month.

Any potential cost implications will only become known once the retendering process has been completed.

## **7. LEGAL IMPLICATIONS**

The procurement process used to create the DPS framework complies with the requirements of

the Council's Contract and Procurement rules and the Public Contracts Regulations 2015. Use of this framework will support the Council in being able to meet its statutory obligations and duties in relation to SEND home to school/college transport.

## 8. RESOURCE IMPLICATIONS

There are no resource implications associated with this decision.

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

None with this report.

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Peter Hughes</b>
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<b>DATE:</b>	21/11/2023
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<b>BACKGROUND PAPER:</b>	None
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## EXECUTIVE MEMBER DECISION



<b>REPORT OF:</b>	Executive Member for Children, Young People and Education
<b>LEAD OFFICERS:</b>	Strategic Director of Children & Education (DCS)
<b>DATE:</b>	22 December 2023

**PORTFOLIO/S AFFECTED:** Children, Young People and Education

**WARD/S AFFECTED:** (All Wards);

**SUBJECT:** EMD Coordinated Schools Admissions Scheme 2025/26

### 1. EXECUTIVE SUMMARY

To advise the Executive Member of the Local Authority's Coordinated Admissions Schemes for the 2025/26 academic year.

### 2. RECOMMENDATIONS

That the Executive Member formally approves the proposed Coordinated Admissions Schemes including:

- Coordinated Primary School Admission Scheme for 2025-26 Academic Year (Appendix 1)
- Coordinated Secondary School Admission Scheme for 2025-26 Academic Year (Appendix 2)

### 3. BACKGROUND

Each year all local authorities must formulate and publish on their website by 1 January in the relevant determination year, a scheme to coordinate admission arrangements for the normal admissions round and late applications for all publicly funded schools within their area.

Where the scheme is substantially different from the scheme adopted for the previous academic year, the local authority must consult the other admission authorities in the area and any other local authorities it determines.

Where the scheme has not changed from the previous year there is no requirement to consult, subject to the requirement that the local authority must consult on the scheme at least once every seven years, even if there have been no changes during that period. Blackburn with Darwen BC carried out its most recent statutory 7 year consultation in 2022 (in respect of the 2024-25 co-ordinated admissions scheme).

A local authority must inform the Secretary of State whether they have secured the adoption of a qualifying scheme by 28 February in the determination year. The Secretary of State may impose a scheme where a scheme has not been adopted.

All admission authorities must participate in coordination for the normal admissions round and late applications and provide the local authority with the information it needs to co-ordinate admissions



by the dates agreed within the scheme.

#### 4. KEY ISSUES & RISKS

The Local Authority would be in breach of its statutory duties if it failed to determine and publish its coordinated schools admissions schemes by 1 January each year.

There have been no substantial changes to the 2025/26 primary and secondary coordinated admissions schemes.

#### 5. POLICY IMPLICATIONS

None

#### 6. FINANCIAL IMPLICATIONS

None

#### 7. LEGAL IMPLICATIONS

The Local Authority would be in breach of its statutory duties if it failed to determine and publish its coordinated schools admissions schemes by 1 January each year.

#### 8. RESOURCE IMPLICATIONS

Managed through established staffing resource.

#### 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

#### 10. CONSULTATIONS

There have been no substantial changes to the 2025/26 primary and secondary coordinated admissions schemes and therefore no consultation was required.

#### 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The

recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

**VERSION:** 1

<b>CONTACT OFFICER:</b>	<b>Sarah Anderson, Place Planning and Admissions Coordinator Sara Malone, Pupil Place Planning Coordinator Carol Grimshaw, Head of Service, School Systems Support</b>
<b>DATE:</b>	27 November 2023
<b>BACKGROUND PAPER:</b>	<b>Appendix 1</b> Coordinated Primary School Admission Scheme for 2025-26 Academic Year <b>Appendix 2</b> Coordinated Secondary School Admission Scheme for 2025-26 Academic Year



## Coordinated Primary Admission Scheme for 2025/26 academic year

### 1. Background

The law requires Local Authorities (LAs) to establish a co-ordinated admission scheme that will apply to all state funded primary schools in their areas.

The purpose of co-ordinated admission schemes is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent/carer of a child living in the LA area who has applied for a school place in the 'normal admission round' receives one offer of a school place on the national offer day. The scheme must also cover late applications made after the closing date, but before the start of the school year.

The Local Authority must also provide information in the composite prospectus setting out how applications that are made during the academic year for admissions to age groups other than the normal year of entry, i.e. "In-Year applications", will be dealt with.

The Council is required to inform the Secretary of State of the agreed scheme by **28 February 2024**. The Secretary of State will impose a scheme if the Council fails to notify him of the agreed scheme.

### 2. Co-ordinated scheme for the 'normal admission round'

#### 2.1 Age and entry of admission to reception

The law does not require any child to start school until the start of the term following the fifth birthday. In Blackburn with Darwen a start date in September is used for admission of all children who will become 5 during that school year. All children who were born between **1 September 2020** and **31 August 2021** may start school in the **autumn term 2025**.

#### 2.2 Deferred admission

Parent(s)/carer(s) can delay their child starting school until the term after their fifth birthday. This is known as deferred admission. Parent(s)/carer(s) who are considering deferred admission are strongly advised to still apply for a school place by the closing date. The offer of a reception place will be kept open, even if the child does not take it up until later in the academic year, but it must be taken up before the end of the academic year or it will be withdrawn and the parent/carer will have to apply again for admission. Free nursery places would cease at the end of the term when the child turns five.

Parent(s)/carer(s) of summer born children who wish to delay their child(ren) starting school **until September 2026** should carefully consider the information in the section about Admission outside of normal age group in the published admission arrangements for each/every school at which they wish to seek a place for their child.

If the child is refused admission to the school, then parent(s)/carer(s) have a right of appeal to an independent appeal panel. Parent(s)/carer(s) should note that “class size prejudice” (i.e. breach of the Infant Class Size limits) where applicable, will be considered at your appeal. Please also note that this right of appeal does not apply if your child is offered a place in another year group at the same school.

The law states that all children must receive a suitable education from the term after their fifth birthday. If parent(s)/carer(s) do not make suitable arrangements, they could be breaking the law and be prosecuted.

### 2.3 Equal preferences

It is a legal requirement on all admission authorities to consider equally all applications for admission to publicly funded infant/junior/primary schools. The rank order of preference, whether a first, second or third preference, will not be taken into consideration at this stage. If the school receives more applications than the published admission number, the relevant oversubscription criteria will be applied by the school’s admissions authority to all applicants.

If it is possible to offer admission at more than one of the preferred schools, then the school at which a place will be offered will be the one that is the highest ranked on the common application form (CAF). Offers from lower preference schools will be removed and these places will be offered to other eligible children. This will ensure that each child is only offered a place at one school.

### 2.4 Fraudulent applications

If the Council or a school finds that misleading information has been given, the child may not be given a place at that school. If a place has been offered and the information given turns out to be false, that place may be withdrawn. If the place is withdrawn the application will be considered again, based on the correct information. If the application is refused a right of appeal will be given. If the child is allowed to continue at the school, their sibling(s) may not be given priority under the “sibling” category in the admission policy if they then apply for places at the school in question.

### 2.5 Stage 1 – Common application form

The Council will publish an admission prospectus. This will be available from the Council website [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions), any Blackburn with Darwen primary school and from the Children’s Services Department from **2 September 2024**. Please note that parent(s)/carer(s) are being encouraged to apply on-line and this process will be available from **2 September 2024**.

The online application form or the common application form which is included in the prospectus for admission to all publicly funded infant/junior/primary schools must be completed by parent(s)/carer(s) of Blackburn with Darwen (BwD) children by **15 January 2025** (“the closing date”) and returned to the Council’s Schools Admissions Team. Schools are also requested to return completed forms sent to them in error to the Council’s Schools Admissions Team.

The online application form / common application form (CAF) will allow parent(s)/ carer(s) to express three preferences in rank order and to state reasons for the preferences. The form will also allow parent(s)/carer(s) to provide denominational reasons in support of their application e.g. baptismal / church membership and attendance / mosque membership.

Some faith aided primary schools may also require parent(s)/carer(s) to complete a supplementary information form (SIF) which is available within the Council’s prospectus and should be returned to the school.

Parent(s)/carer(s) who are applying for admission under the faith category for The Olive School must also complete the supplementary information form (SIF) which is available within the Council's prospectus and should be returned to the school.

**Please note that no application will be processed without an online application form or a common application form.**

Parent(s)/carer(s) of Blackburn with Darwen children resident in the borough wishing to apply for admission at schools in neighbouring Councils must include the preference(s) on the Blackburn with Darwen application form.

PLEASE NOTE - Where more than one person with Parental Responsibility for the child submits an application for the same child, then neither application will be considered and the parents/carers will be asked to agree a single application. The local authority will require the parents to resolve matters between themselves, taking legal advice if necessary and inform the local authority which application should be processed. If agreement is not reached or a legal decision is not made before the closing date, this may affect the chances of your child being allocated a place at the preferred school(s).

### 2.6 Stage 2 - Process for considering applications

The Local Authority (LA) will provide admission authorities with details of all children whose parent(s)/carers(s) have indicated the school as a preference on the common application form by **3 February 2025**. The order of preferences will not be included in the details sent to each school.

By **28 February 2025** each admission authority will apply its own published admission criteria and return to the LA a list of all applicants, in rank order, in accordance with the published admissions criteria.

Between **3 March 2025** and **28 March 2025** the Council's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools. Where a child can be offered admission at more than one school, the LA will offer admission at the school that is the highest ranked preference. Any changes to the list of children to be offered and refused admission will be communicated to the schools.

### 2.7 Stage 3 – Letters offering a school place

The Council's Schools Admissions Team will send letters on **16 April 2025** to all parent(s)/carer(s) of BwD children informing them of the outcome of the application for admission into a primary school.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

All parent(s)/carer(s) will be asked to confirm acceptance/refusal of the school place offered either by using the on-line system or by telephone to the Council's Schools Admissions Team by **1 May 2025**. After this date the LA will inform the relevant Admission Authorities of the children whose parent(s)/carer(s) have not accepted the places offered at their schools.

The Admission Authorities will write to these parent(s)/carer(s), informing them that if the place is not accepted within 7 days (either via the on-line system or by telephone), the place will be withdrawn. If after 7 days if the place has not been accepted, the Admission Authorities will tell the LA which children to withdraw from the offer list. If the school has a reserve list the LA will make further offers and inform the schools of these children. The process will continue until all places have been allocated.

For places offered at community and voluntary controlled schools, the LA (as Admission Authority) will contact parent(s)/carer(s) who have not confirmed acceptance of the place offered at those schools. If after

7 days the place has not been accepted the LA will follow the same process re withdrawing places, as the other Admission Authorities.

### 3. Late applications

#### 3.1 Late applications received between the closing date and the allocation date

The closing date will as far as possible be observed. If there are exceptional reasons for the delay, then provided the application is received before **12 March 2025** (“the cut-off date”), a late application may be considered alongside the applications which were submitted on time. The exceptional reasons may include the following:

- Parent(s)/carer(s) who have moved or are moving into the borough after the closing date
- Parent(s)/carer(s) were abroad for the whole period between the publication of the LA’s admission booklet and the closing date for the application form
- Parental/carer/child illness which required hospitalisation for the major part of the period between the publication of the LA’s admission booklet and the closing date for the application form

If the Admission Authority is not satisfied that there were relevant exceptional circumstances for the delay then any application form received after the closing date, but before places are allocated, will only be considered after all the on-time applications have been considered and allocated places.

Please note that if a late application is received after the cut-off date, it will not be possible for the Admission Authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay.

Parent(s)/carer(s) of Blackburn with Darwen children will be sent letters from the LA informing them of the outcome of the application for admission to borough schools on **16 April 2025**.

#### 3.2. Applications received after the allocation date

The LA will continue to manage the co-ordinated admission arrangements after the allocation date until **31 August 2025**. If an application is made after the **31 August 2025**, the application will be processed in line with the In Year Coordinated Admissions Scheme.

Anyone applying after places have been allocated must still complete the LA common application form. The application form and any relevant documents will be passed on to the appropriate admissions authority for consideration. The LA will retain responsibility for informing parent(s)/carer(s) about the outcome of their application.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA’s letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

### 4. Waiting lists & change of preferences

#### 4.1 Waiting list

All admission authorities must maintain a waiting list until 31 December in the academic year of admission for every oversubscribed school. The admission authority must use the existing oversubscription criteria to rank the children. As no distinction will be made on the waiting list between applications received on time and late applications, the waiting list will remain fluid.

The LA will maintain a waiting list for admission to community and controlled schools. Details of children who have not been offered a place at their preferred school(s), including late applicants will automatically be placed on the waiting list using the LA published oversubscription criteria.

#### 4.2 Change of preferences

A change of preference after the closing date (but before the cut-off date) will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from a solicitor exchanging contracts or a tenancy agreement.

If a parent(s)/carer(s) wishes to change a preference after the cut-off date, then they must follow the process outlined above for Applications received after the allocation date. Since this is effectively a request for admission to a school(s) not previously indicated on the original application form, the parent(s)/carer(s) must complete a fresh application form. Where a place cannot be offered, the child's details will be placed on the waiting list and an alternative place will be offered.

#### 4.3 In year admissions

The LA has formulated a scheme for the co-ordination of all in year admissions.

# Coordinated Primary Admission Scheme 2025/26

## TIMETABLE

<b>2 September 2024</b>	<b>Round opens for primary school applications</b>	Admission prospectus and common application forms published. Parent(s)/carer(s) can apply for a school place.
<b>15 January 2025</b>	<b>Closing date for primary school applications</b>	Parent(s)/carer(s) complete online application form / return common application form to the Local Authority. Applications must be submitted to the local authority by this date to be considered as 'on time' along with all supporting evidence.
<b>Between 16 January 2025 and 2 February 2025</b>	<b>The Local Authority populates primary admissions database</b>	Checks and resolves double bookings and liaises with other admission authorities and neighbouring local authorities.
<b>3 February 2025</b>	<b>LA to provide AAs with details of children who have indicated their school as a preference</b>	All preferences to be circulated between admission authorities.
<b>28 February 2025</b>	<b>Deadline for admission authorities to apply its own admissions criteria</b>	Each admission authority applies its own admissions criteria and must inform the Local Authority of the outcome of all <b>on-time</b> applications.
<b>12 March 2025</b>	<b>Cut-off date for notification of exceptional change in circumstances</b>	If there are exceptional reasons for the delay, then provided the application is received before "the cut-off date", a late application may be considered alongside the applications which were submitted on time. <i>Any information received after this date cannot be included in the initial allocation of school places, however it will be considered later in the process following the 16 April 2025.</i>
<b>Between 3 March 2025 and 28 March 2025</b>	<b>LA's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools</b>	The Local Authority checks all proposed offers against the primary school preference which parent(s)/carer(s) provided on their application and ensures that an alternative offer is made where necessary.
<b>15 April 2025</b>	<b>The Local Authority confirms offers with all maintained primary schools</b>	All maintained primary schools will be able to view all confirmed offers on the School Access Module (SAM) which includes confirmation of any alternative offers.
<b>16 April 2025</b>	<b>National Offer Day</b>	Offers made to parent(s)/carer(s) by the Local Authority. Parent(s)/carer(s) who applied online can view their offer on the online parent portal. Letters notifying parent(s)/carer(s) of the school at which a place has been offered will be emailed out to those who applied online or sent by post to parent(s)/carer(s) who applied using the paper application form.
<b>1 May 2025</b>	<b>Deadline for parent(s)/carer(s) to accept or decline their offer of a place</b>	Parent(s)/carer(s) who applied online will need to log onto the online parent portal to accept their offer of a school place. Those who applied by post will need to call the School Admissions Team.
<b>21 May 2025</b>	<b>Closing date for appeals</b>	Closing Date for receipt of appeal forms for appeals to be heard in June or July 2025.
<b>June, July 2025</b>	<b>Appeals</b>	Appeals considered by an independent appeal panel.





## Coordinated Secondary Admission Scheme for 2025/26 academic year

### 1. Background

The law requires Local Authorities (LAs) to establish a co-ordinated admission scheme that will apply to all state funded secondary schools in their area.

The purpose of co-ordinated admission schemes is to establish mechanisms for ensuring, so far as reasonably practicable, that every parent/carer of a child living in the LA area who has applied for a school place in the 'normal admission round' receives one offer of a school place on the national offer day. The scheme must also cover late applications made after the closing date, but before the start of the school year.

The Local Authority must also provide information in the composite prospectus setting out how applications that are made during the academic year for admissions to age groups other than the normal year of entry, i.e. "In-Year applications", will be dealt with.

The Council is required to inform the Secretary of State of the agreed scheme by **28 February 2024**. The Secretary of State will impose a scheme if the Council fails to notify him of the agreed scheme.

### 2. Co-ordinated scheme for the 'normal admission round'

#### 2.1 Entry to Year 7

All children who were born between **1 September 2013** and **31 August 2014** may start Year 7 in Secondary school in the **autumn term 2025**. Parents whose child falls within a different chronological age group but desire their child to be admitted to Year 7 in the autumn term 2025 should carefully consider the information in the section about Admission outside of normal age group in the published admission arrangements for each/every school at which they wish to seek a Year 7 place for their child.

If the child is refused admission to the school, then parent(s)/carer(s) have a right of appeal to an independent appeal panel. Please note that this right of appeal does not apply if your child is offered a place in another year group at the same school.

#### 2.2 Equal preferences

It is a legal requirement on all admission authorities to consider equally all applications for admission to publicly funded secondary schools. The rank order of preference, whether a first, second or third preference, will not be taken into consideration at this stage. If the school receives more applications than the published admission number, the relevant oversubscription criteria will be applied by the school's admissions authority to all applicants.

If it is possible to offer admission at more than one of the preferred schools then the school at which a place will be offered will be the one that is the highest ranked on the common application form.

Offers from lower preference schools will be removed and these places will be offered to other eligible children. This will ensure that each child is only offered a place at one school.

### 2.3 Fraudulent applications

If the Council or a school finds that misleading information has been given, the child may not be given a place at that school. If a place has been offered, that place may be withdrawn. If the place is withdrawn, the application will be considered again, based on the correct information. If the application is refused a right of appeal will be given. If the child is allowed to continue at that school, their sibling(s) may not be given priority for places at that school under the “sibling” category in the admission policy if they then apply for places at the school in question.

### 2.4 Stage 1 – Common application form

The Council will publish an admission prospectus. This will be available on the Council’s website, [www.blackburn.gov.uk/admissions](http://www.blackburn.gov.uk/admissions), any Blackburn with Darwen primary school and from the Children’s Services Department from **2 September 2024**. Parent(s)/carer(s) are encouraged to apply using the on-line form which will be available from **2 September 2024**.

The online application form or the common application form which is included in the prospectus for admission to all publicly funded secondary schools must be completed by parent(s)/carer(s) of Blackburn with Darwen (BwD) children (even if you are applying for a school place in another Local Authority area) by **31 October 2024** (“the closing date”) and returned to the School Admissions Team. Schools are also requested to return completed forms sent to them in error to the Council’s Schools Admissions Team

The online application form / common application form (CAF) will allow parent(s)/ carer(s) to express three preferences in rank order and to state reasons for the preferences. The form will also allow parent(s)/carer(s) to provide denominational reasons in support of their application e.g. baptismal / church membership and attendance / mosque membership.

When applying for admission for the following schools parent(s)/carer(s) must also complete the supplementary information form (SIF) that is available within the Council’s prospectus and should be returned to the school:

- St Wilfrid’s CE Academy
- Queen Elizabeth’s Grammar School

Parent(s)/carer(s) who are applying for admission under the faith category for the following schools must also complete the supplementary information form (SIF) form which is available within the Council’s prospectus and should be returned to the school.

- Tauheedul Islam Girls’ High School
- Tauheedul Islam Boys High School

**No application will be processed without an online application form or a common application form.**

Parent(s)/carer(s) of Blackburn with Darwen children resident in the borough wishing to apply for admission at schools in neighbouring Councils must list the preference(s) on the Blackburn with Darwen common application form/online form.

PLEASE NOTE - Where more than one person with Parental Responsibility for the child submits an application for the same child, then neither application will be considered and the parents/carers will be asked to agree a single application. The local authority will require the parents to resolve matters between themselves, taking legal advice if necessary and inform the local authority which application should be processed. If agreement is not reached or a legal decision is not made before the closing date, this may affect the chances of your child being allocated a place at the preferred school(s).

### 2.5 Stage 2 - Process for considering applications

The Local Authority will provide admission authorities with details of all children whose parent(s)/carer(s) have indicated the school as a preference on the common application form by **25 November 2024**. The order of

preferences will not be included in the details sent to each school.

By **20 December 2024**, each admission authority will apply its own published admission criteria and return to the LA's Schools Admissions Team a list of all applicants, in rank order, in accordance with the published admissions criteria.

Between **2 January 2025** and **14 February 2025** the LA's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools. Where a child can be offered admission at more than one school, the LA will offer admission at the school that is the highest ranked preference. Any changes to the list of children to be offered and refused admission will be communicated to the schools.

### 2.6 Stage 3 – Letters offering a school place

The LA's Schools Admissions Team will send letters on **3 March 2025** to all parent(s)/carer(s) of Blackburn with Darwen children informing them of the outcome of the application for admission into a secondary school.

If admission is refused to any of the preferred schools, a letter will be sent which will inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

All parent(s)/carer(s) will be asked to confirm acceptance/refusal of the school place offered, either by using the on-line system or by telephone to the Council's Schools Admissions Team, by **17 March 2025**. After this date the LA will inform the relevant Admission Authorities of the children whose parent(s)/carer(s) have not accepted the places offered at their schools.

The Admission Authorities will write to these parent(s)/carer(s), informing them that if the place is not accepted within 7 days (either via the on-line system or by telephone), the place will be withdrawn. If after 7 days the place has not been accepted, the Admission Authorities will tell the LA which children to withdraw from the offer list. If the school has a reserve list the LA will make further offers and inform the schools of these children. The process will continue until all places have been allocated.

## 3 Late applications

### 3.1 Late applications received between the closing date and the allocation date

The closing date will as far as possible be observed. If there are exceptional reasons for the delay, then provided the application is received before **27 January 2025** ("the cut-off date"), a late application may be considered alongside the applications which were submitted on time. The exceptional reasons may include the following:

- Parent(s)/carer(s) who have moved or are moving into the borough after the closing date
- Parent(s)/carer(s) were abroad for the whole period between the publication of the LA's admission booklet and the closing date for the application form
- Parental/carers/child illness which required hospitalisation for the major part of the period between the publication of the LA's admission booklet and the closing date for the application form

If the Admission Authority is not satisfied that there were relevant exceptional circumstances for the delay then any application form received after the closing date but before places are allocated will only be considered after all the on-time applications have been considered and allocated places.

Please note that if a late application is received after the cut-off date, it will not be possible for the Admission Authority to consider it alongside the on-time applications even if there are exceptional reasons for the delay.

Parent(s)/carer(s) of BwD children will be sent letters from the LA informing them of the outcome of the application for admission to secondary schools on **3 March 2025**.

### 3.2. Applications received after the allocation date

The LA will continue to manage the co-ordinated admission arrangements after the allocation date until **31 August 2025**. If an application is made after the 31 August 2025, the application will be processed in line with the In Year Coordinated Admissions Scheme.

Anyone applying after places have been allocated must still complete the LA common application form. The application form and any relevant documents will be passed on to the appropriate admission authority for consideration. The LA will retain responsibility for informing parent(s)/carer(s) about the outcome of their application.

If admission is refused to any of the preferred schools, a letter will be sent to inform parent(s)/carer(s) of the alternative school to be offered. The LA's letter will advise parent(s)/carer(s) of their right of appeal and provide details of the appeals process.

## 4 Waiting lists & change of preferences

### 4.1 Waiting list

All admission authorities must maintain a waiting list until at least 31 December in the academic year of admission for every oversubscribed school. The admission authority must use the existing oversubscription criteria to rank the children. As no distinction will be made on the waiting list between applications received on time and late applications, the waiting list will remain fluid.

### 4.2 Change of preferences

A change of preference after the closing date (but before the cut-off date) will only be acceptable in exceptional circumstances. This is likely to be when there is a change of address. Verification must be provided e.g. letter from a solicitor exchanging contracts or a tenancy agreement.

If parent(s)/carer(s) wish to change a preference after the cut-off date, then they must follow the process outlined in the section Applications received after the allocation date. Since this is effectively a request for admission to a school(s) not previously indicated on the original application form, the parents/carers must complete a fresh application form. Where a place cannot be offered, the child's details will be placed on the waiting list and parent(s)/carer(s) will be advised of alternative schools which have places available.

### 4.3 In year admissions

The LA has formulated a scheme for the co-ordination of all in year admissions.

## Coordinated Secondary Admission Scheme 2025/26

### TIMETABLE

<b>2 September 2024</b>	<b>Round opens for secondary school applications</b>	Admission prospectus and common application forms published. Parent(s)/carer(s) can apply for a school place.
<b>31 October 2024</b>	<b>Closing date for secondary school applications</b>	Parent(s)/carer(s) complete online application form / return common application form to the Local Authority. Applications must be submitted to the local authority by this date to be considered as 'on time' along with all supporting evidence.
<b>Between 1 November 2024 and 25 November 2024</b>	<b>The Local Authority populates secondary admissions database</b>	Checks and resolves double bookings and liaises with other admission authorities and neighbouring local authorities.
<b>25 November 2024</b>	<b>LA to provide AAs with details of children who have indicated their school as a preference</b>	All preferences to be circulated between admission authorities.
<b>20 December 2024</b>	<b>Deadline for admission authorities to apply its own admissions criteria</b>	Each admission authority applies its own admissions criteria and must inform the Local Authority of the outcome of all <b>on-time</b> applications.
<b>27 January 2025</b>	<b>Cut-off date for notification of exceptional change in circumstances</b>	If there are exceptional reasons for the delay, then provided the application is received before "the cut-off date", a late application may be considered alongside the applications which were submitted on time. <i>Any information received after this date cannot be included in the initial allocation of school places, however it will be considered later in the process following the 3 March 2025.</i>
<b>Between 2 January 2025 and 14 February 2025</b>	<b>LA's Schools Admissions Team will consider the list of children that can be offered and refused admission for all schools</b>	The Local Authority checks all proposed offers against the secondary school preference which parent(s)/carer(s) provided on their application and ensures that an alternative offer is made where necessary.
<b>28 February 2025</b>	<b>The Local Authority confirms offers with all maintained secondary schools</b>	All maintained secondary schools will be able to view all confirmed offers on the School Access Module (SAM) which includes confirmation of any alternative offers.
<b>3 March 2025</b>	<b>National Offer Day</b>	Offers made to parent(s)/carer(s) by the Local Authority. Parent(s)/carer(s) who applied online can view their offer on the online parent portal. Letters notifying parent(s)/carer(s) of the school at which a place has been offered will be emailed out to those who applied online or sent by post to parent(s)/carer(s) who applied using the paper application form.
<b>17 March 2025</b>	<b>Deadline for parent(s)/carer(s) to accept or decline their offer of a place</b>	Parent(s)/carer(s) who applied online will need to log onto the online parent portal to accept their offer of a school place. Those who applied by post will need to call the School Admissions Team.
<b>1 April 2025</b>	<b>Closing date for appeals</b>	Closing Date for receipt of appeal forms for appeals to be heard in May, June or July 2025.
<b>May, June, July 2025</b>	<b>Appeals</b>	Appeals considered by an independent appeal panel.