



PROJECT/CONTRACT COMMENCEMENT NOTICE

1. PROJECT/CONTRACT DETAILS

PROJECT/CONTRACT NAME: _____

ADDRESS: (IF APPLICABLE): _____

POSTCODE: _____

BRIEF DESCRIPTION OF CONTRACT/PROJECT (inc planning application no if applicable)			
Contract Value	Contract Start Date (Site Prep or Other)	Contract Start Date (Construction Activities)	Contract End Date
£	Date:	Date:	Date:
Local Employment, Skills and Business Strategy submitted to London Borough of Lewisham?			YES/NO
Local Employment, Skills and Business Strategy Approved by London Borough of Lewisham?			YES/NO
Draft targets and delivery plan completed and submitted?			YES/NO
Commencement Meeting with LA Local Labour (LLBS) team arranged?			YES/NO
Project/Contract procurement schedule submitting to LLBS team? If not provide anticipated date.			YES/NO
Employment Skills and Business Monitoring Requirements Understood? If not indicate whether tutorial required and booked.			YES/NO
Local Employment, Skills and Business Strategy Review Meeting Frequency.			Quarterly
Any other information:			

CONTRACTING ORGANISATION'S DETAILS

ORGANISATION NAME	ORGANISATION ADDRESS	ORGANISATIONS SENIOR REPRESENTATIVE CONTACT DETAILS	
		Name:	
		Tel:	
		Email:	



2. CONTRACT AWARDEE INFORMATION

ORGANISATION NAME: _____

ADDRESS: _____

GENERAL DESCRIPTION OF BUSINESS: _____

SENIOR CONTACT NAME & TITLE: _____

The above contact must have resource decision making authority.

TELEPHONE NO: _____ **MOBILE NO:** _____

EMAIL ADDRESS: _____

PERSON RESPONSIBLE FOR SOCIAL BENEFITS DELIVERY AND REPORTING

NAME AND TITLE: _____

TELEPHONE NO: _____ **MOBILE NO:** _____

EMAIL ADDRESS: _____

DESCRIPTION OF WORKS DELIVERED THROUGH THE ABOVE PROJECT/CONTRACT):

(if construction complete section 3



3. CONSTRUCTION ACTIVITY DATA CAPTURE

PROJECT VALUE (£m) (excluding Land Costs and Site Preparation Costs)				
PHASES	START DATE	END DATE	GIFA (gross int. fl area)	NO OF UNITS
1				
Housing				
Commercial				
Other				
Housing				
Commercial				
Other				
TOTAL				
Description of works included in above phase:				
2				
Housing				
Commercial				
Other				
TOTAL				
Description of works included in above phase:				
3				
Housing				
Commercial				
Other				
TOTAL				
Description of works included in above phase:				
4				
Housing				
Commercial				
Other				
TOTAL				
Description of works included in above phase:				
5				
Housing				
Commercial				
Other				
TOTAL				
Description of works included in above phase:				
6				
Housing				
Commercial				
Other				
TOTAL				
Description of works included in above phase:				

**ECONOMIC DEVELOPMENT
LOCAL LABOUR & BUSINESS SCHEME
(LLBS)**



**ECONOMIC DEVELOPMENT
LOCAL LABOUR & BUSINESS SCHEME
(LLBS)**



LAND COSTS (£m): _____

SITE PREPARATION COSTS (£m): _____

PROJECT TYPE (Housing, Mixed Use, Commercial,
Infrastructure, Public Non Resi, Industrial): _____

TOTAL GIFA (m2): _____

TOTAL HOUSING GIFA (m2): _____

TOTAL COMMERCIAL GIFA (m2): _____

TOTAL OTHER GIFA (m2): _____

BASE YEAR COST INDEX: _____

PROJECT REF NUMBER (e.g. planning app no): _____

MAIN METHOD OF CONSTRUCTION	
SUBSTRUCTURE	
SUPERSTRUCTURE	
ROOF	
EXTERNAL FINISH	
EXTERNAL WALL	
INTERNAL WALL	

Completed by: _____ Post Held: _____

Company Name: _____ Date: _____

For further assistance or submission please contact LLBS@lewisham.gov.uk