The aim of this form is to ensure that the lighting element in a project submission meets the required standards for BCC and the PFI Contract.

If there are circumstances in which the Designer is unable to comply with the requirements of the PFI Contract Output Specification as detailed in the Contract Specification there is a Design Variation Approval Request (DVAR) form on request which needs to be completed.

Developer Information (If applicable)

|  |  |
| --- | --- |
| Development Name |  |
| Contact Name |  | Position |  |
| Telephone Number |  |

BCC Office use only

|  |  |  |  |
| --- | --- | --- | --- |
| BCC Project Name |  | Project Number |  |
| Project Manager |  | SSD Number |  |
| Lighting Engineer |  |

If the following requirements are not submitted then BCC will be required to stop the process until the appropriate information has been supplied.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Lighting Submission Requirements | Yes/ No | N/A | Comments |
| 1 | Lighting Brief To explain the description of the scheme and proposed lighting works, a summary of the results and any assumptions or recommendations made plus an approved overview plan of the works extents |  |  |  |
| 2 | Document Register / Transmittal Form Supplied? The form should list all the documents and their revisions |  |  |  |
| 3 | State any departures from standards: attach completed DVAR form  |  |  |  |
| 4 | Two paper copies of the design proposal documents (one for Lighting Design Engineer & one for BCC Project Manager) |  |  |  |
| 5 | Design Review Certificate (or equivalent) by Developers Reviewer to confirm design meets quality assurance standards. (This is a requirement in ISO 9001 which any competent developer would have.)  |  |  |  |
| 6 | Electronic copy of the project proposals in PDF  |  |  |  |
| 7 | Electronic copy of the scheme proposals in AutoCAD or compatible format (including any Xref attachments).(AutoCAD drawing in eTransmit formats so that all attachments are present and auto attach). |  |  |  |
| 8 | An electronic copy of the lighting design calculations in Lighting Reality software  |  |  |  |
| 9 | Specific Lighting Design Risk Assessments |  |  |  |
| 10 | Existing Lighting Schedule(s)Including Lantern, Column/Bracket, Supply details (if applicable) & Attachment schedule (if applicable) |  |  |  |
| 11 | Proposed Lighting Schedule(s)Including Lantern, Column/Bracket, Supply details (if applicable) & Attachment schedule (if applicable) |  |  |  |
| 12 | Private cable Network design information (if applicable)  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager sign-off requirements are met: |  | Date: |  |

Response to Design by Lighting Engineer: CHOOSE ONLY ONE OPTION

|  |  |  |
| --- | --- | --- |
| Response from Lighting Engineer | Sign & Date One Box | Action by Developer |
| Accepted |  | Proceed to next stage |
| Accepted with Comments (below) |  | Amend submission as per comments and then proceed to next stage |
| Rejected with Comments (below) |  | Revise documents and re-submit for acceptance |

|  |
| --- |
| Comments |