**Administrative and Eligibility Check**

**Checklist for Self-Check on Technical Documentation for Construction Works**

**For works in Belarus**

Separate Checklist shall be filled-in and submitted for each object planned in the application.

This checklist shall be filled in by the respective beneficiary planning works, including construction works, on the computer or by hand. A check-box against each position shall be ticked. The beneficiary’s employee responsible for preparation of the application shall sign and put date on the bottom. The checklist shall be submitted together with the application.

This checklist is a tool for self-check by the beneficiary in order to facilitate preparation of quality applications and submission of full package of supporting documents, as well as to speed up the process of Administrative and Eligibility Check. At the same time, non-submission of this checklist together with the application, or any information in it will not affect the results of Administrative and Eligibility Check, or Quality Assessment.

**Name of the Project Application (please fill-in)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name of the Beneficiary (please fill-in)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name of the object as in technical documentation (please fill-in)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Type of works (underline the right option)**: new construction /resoration/ reconstruction/ modernisation/capital renovation/current renovation.

In case the construction project documentation with the cost estimates is submitted, **indicate the complexity class (or level of responsibility)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget item, where costs for this object are budgeted**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In case of construction project documentation and cost estimate documentation in cases of new construction /restauration/ reconstruction/ modernisation/capital renovation:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Yes** | **Not Applicable** |
| 1. For objects of the **1st-5th class of complexity** (or 1-3 levels of responsibility according to previous classification):
 |  |
| 1. Document confirming the right for land and/or building (certificate on the state registration, state act for land; decision of authorized state body as the basis for the emergence or transfer of the right for land, other equivalent documents according to the national legislation) and/or consent of the owner (owners). In case of rent or lease or other allocation of the building, premises or the land plot, the period of rent, or lease or other allocation shall cover the project duration and take into account the requirements set in section 3.8 “Project Closure”; a copy of the legally valid agreement for rent, or lease or other allocation shall be provided.

**Please note:** The owner (or legal user) of the object and land, as well as the Contracting Authority for whom all necessary permissions and technical documentation for works were issued, shall be Lead Beneficiary or one of the beneficiaries in the Grant Application Form. The respective beneficiary shall have legal right to implement the works on the object; if necessary, permissions to implement the works from all the owners shall be submitted. The respective beneficiary shall have necessary capacities and qualifications to act as Contracting Authority (or shall hire an engineering service). |[ ]   |
| 1. Permissive documentation (decision of Executive Committee authorizing the development of construction documentation and the construction or equivalent, with the documents referred to in articles 4.1-4.5 of the Decision of the Council of Ministers of the Republic of Belarus Nr.223 of 20 February 2007).
 |[ ]   |
| 1. Construction and cost-estimate documentation (architectural project and construction project during two-stage project development, or construction project in case of one-stage project development, with separated stages, launching complexes, cost-estimates). In the construction documentation, the class of complexity shall be clearly indicated. Cost estimate documentation shall be provided in current prices, in currency of the Republic of Belarus effective after 01 July 2016. In all applicable cases duly signed Cumulative cost estimates for the whole object, separated launching complexes, stages in current prices not older than 6 months before submission of the application shall be provided.
 |[ ]   |
| 1. Documents from the Ministry of Culture of the Republic of Belarus:
 |  |
| * 1. letter from the Ministry of Culture of the Republic of Belarus proving that the object is not included in the List of historical and cultural values, and the planned works do not affect the protection zones of historical and cultural values, **OR**
 |[ ]  If not applicable, please answer question 4 b. |
| * 1. Permission of the Ministry of Culture of the Republic of Belarus to carry out i) scientific-research and project development activities on objects which are historical and cultural values and ii) documental proof of agreement of scientific-project documentation by the Ministry of Culture of the Republic of Belarus, or alternative documents (letters) regarding agreement of the works by the Ministry of Culture of the Republic of Belarus.
 |[ ]  If not applicable, please answer question 4 a. |
| 1. The valid positive conclusion of State Expertise on construction documentation in cases indicated in the Decision of the Council of Ministers of the Republic of Belarus No.791 of 30.09.2016.
 |[ ] [ ]
| 1. The Contracting Authority’s order approving the construction documentation and its cost.
 |[ ]   |
| 1. **In addition to the documents in point A)** above, for objects of the **1st-4th class of complexity** (or 1-2 level of responsibility according to older classification) the following documents shall be provided:
 |  |
| 1. Declarations on conformity of design documentation to the essential requirements of safety, the according to the Technical Regulations of the Republic of Belarus (ТР 2009/013/ВY), labelling of design documentation with conformity sign.
 |[ ]   |
| 1. Certificate of conformity for the beneficiary organization or for the engineering company giving a right to perform the functions of a Contracting Authority, to provide engineering services for construction activity of the objects of 1st-4th classes of complexity, in accordance with the established procedure and in line with the national legislation.
 |[ ]   |
| 1. In case any document in sub-section “A” points 1-6 above, or in sub-section “B” points 7-8 above is not submitted or marked as “non-applicable”, or any document in sub-section “Other Specific Cases” is not submitted however such works are planned, a confirmation from the respective competent public authority[[1]](#footnote-1), as indicated in the Section 2.3.4. “Requirements to the Technical Documentation” of the Guidelines, proving that these documents are not obligatory with reference to the articles of the national legal acts and relevant technical/construction norms, is submitted.
 |[ ] [ ]
| 1. In case a separate stage/a launching complex is planned to be implemented within the project:
 | [ ] Yes, a separate stage or a launching complex is planned to be implemented in the application | [ ] Not applicable, a full technical or construction project is planned in the application.  |
| * 1. In the Grant Application Form and Annex II “Detailed Description and Justification of Equipment and Works” it is clearly indicated which stage or launching complex is planned to be implemented within the project.
 |[ ]   |
| * 1. Technical (quantities of works) and economic indicators (costs of works) for the stage (separated cost estimates for the concrete stage/works) or the launching complex are clearly indicated in the technical documentation and in description of activities in the Grant Application Form and Annex II “Detailed Description and Justification of Equipment and Works”.
 |[ ]   |
| * 1. The cost of the works for the stage or a launching complex to be implemented within the project is clearly identified (separated) on the basis of the cost estimates.
 |[ ]   |

**Other specific cases:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Yes** | **No** | **Not applicable** |
| Unless otherwise required in the national legislation, for installation of ventilation and air-conditioning systems, fire alarm or fire extinguishing systems, technical means of organization of the road traffic, **a full set of documents according to the national legislation, including project and cost-estimate documentation** duly developed and approved in accordance with the established procedure and in line with the national legislation is submitted; for installation of video surveillance systems, intrusion alarm systems **an examination act or project documentation, together with cost estimate documentation** duly developed and approved in accordance with the established procedure and in line with the national legislation is submitted. In all cases, documents indicated in section А) point 1 are provided. | [ ]  | [ ] If the documents are not submitted, please go to question No.9 above | [ ] No such works are planned. |
| For installation of outdoor advertising means which are permanently mounted on the ground (e.g. outdoor advertising screens in the square/near the road, etc.) **the project of location (“projekt priviazki”) of the means of outdoor advertising on the land plot together with cost-estimate documentation** duly developed and approved in accordance with the established procedure and in line with the national legislation, as well as the documents indicated in section А) point 1 are provided. | [ ]  | [ ] If the documents are not submitted, please go to question No.9 above | [ ] No such works are planned. |
| If it is foreseen to install art and decorative elements (e.g. sculptures, busts, reliefs, models, other), whether they are included or not in the construction project and cost-estimate documentation, **documents regarding the subject/themes, or sketches, or images of such art and decorative elements duly developed and approved in accordance with the established procedure and in line with the national legislation** are provided. | [ ]  | [ ] If the documents are not submitted, please go to question No.9 above | [ ] No such works are planned. |
| For installation of containers for solid communal waste, **documents proving that they will be installed on specially equipped grounds and schemes of location of these grounds** approved in accordance with the established procedure and in line with the national legislation are submitted. | [ ]  | [ ] If the documents are not submitted, please go to question No.9 above | [ ] No such works are planned. |

1. **In case of current renovation:**

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| --- | --- | --- |
| **Document** | **Yes** | **Not applicable** |
| * + 1. Document confirming the right for land and/or building (certificate on the state registration, state act for land; decision of authorized state body as the basis for the emergence or transfer of the right for land, other equivalent documents according to the national legislation) and/or consent of the owner (owners). In case of rent or lease or other allocation of the building, premises or the land plot, the period of rent, or lease or other allocation shall cover the project duration and take into account the requirements set in section 3.8 “Project Closure”; a copy of the legally valid agreement for rent, or lease or other allocation shall be provided.
 |[ ]   |
| * + 1. Duly filled-in, dated and approved by the Contracting Authority in accordance with the established procedure deficiency act with the properly filled-in list of deficiencies and Indicative List of Works.
 |[ ]   |
| * + 1. Documents from the Ministry of Culture of the Republic of Belarus:
 |  |
| * + - 1. A letter from the Ministry of Culture of the Republic of Belarus proving that the object is not included in the List of historical and cultural values, and the planned works do not affect the protection zones of historical and cultural values, **OR**
 |[ ]  If not applicable, please answer question 3 b. |
| * + - 1. Permission of the Ministry of Culture of the Republic of Belarus to carry out i) scientific-research and project development activities on objects which are historical and cultural values and ii) documental proof of agreement of scientific-project documentation by the Ministry of Culture of the Republic of Belarus, or alternative documents (letters) regarding agreement of the works by the Ministry of Culture of the Republic of Belarus.
 |[ ]  If not applicable, please answer question 3 a. |
| * + 1. Cost-estimate documentation approved by the Contracting Authority in accordance with the established procedure. In all applicable cases duly approved Cumulative and local cost estimates in current prices not older than 6 months shall be submitted.
 |[ ]   |
| * + 1. Technical passport of the building with the plans of each floor. In the plan of each floor there shall be indicated the premises and elements where current renovation works will be implemented.
 |[ ]   |
| * + 1. Photos of the premises where current renovation works will be implemented with defects, in their current condition.
 |[ ]   |
| * + 1. **Recommended:** a confirmation from the competent authority in the sphere of construction/renovation that the works planned in the cost estimate correspond to current renovation according to the national legislation.
 |[ ] [ ]
| * + 1. In case any document in section II points 1-5 above is not submitted or marked as “non-applicable”, a confirmation from the respective competent public authority[[2]](#footnote-2), as indicated in the Section 2.3.4. “Requirements to the Technical Documentation” of the Guidelines, proving that these documents are not obligatory with reference to the articles of the national legal acts and relevant technical/construction norms, is submitted.
 | [ ]  |  |

**III. For all cases, for all objects and types of works:**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| All the planned works can be finalised within the project for which the Application is submitted and independently commissioned into exploitation according to the national legislation, if commissioning into exploitation is required by the national legislation, or accepted as current renovation, by the end of the project. | [ ]  | [ ]  |
| If the national legislation and/or technical legal acts require to provide other relevant documents than listed above and in section 2.3.4 of the Guidelines for Applicants and Beneficiaries, they have been submitted | [ ]  | [ ] No other documents than those listed are required by the national legislation. |
| The works are fully ready for procurement and implementation | [ ]  | [ ]  |

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| *Date* | *Signature* | *Name, Surname, Position of the beneficiary’s Employee* |

1. Example of competent public authority in the in the sphere of architecture, construction, territory improvement, renovation - respective committee/division/department responsible for these spheres of the corresponding Executive Committee according to the competence and characteristics of planned works and object. Example of the competent public authority in the sphere of emergency situations in case of fire alarm or fire extinguishing systems - respective Minsk City or respective Oblast Directorates of the Ministry of Emergency Situations according to the competence. Example of the competent public authority in the sphere of internal affairs in case of technical means of organization of road traffic - respective Oblast or District Unit of State Automobile Inspection of the Ministry for Internal Affairs according to the competence. Example of the competent public authority in the sphere of internal affairs in case of video surveillance systems, intrusion alarm systems - City or Oblast Directorates of the Guard Department of the Ministry for Internal Affairs according to the competence. [↑](#footnote-ref-1)
2. See footnote 1. [↑](#footnote-ref-2)