

To be completed for all new City Deal schemes *(not currently in the Annual Business and Delivery Plan)*

Purpose of this form:

To provide sufficient information to enable the Programme Board and City Deal Executive to make a decision as to whether to approve the scheme in principle and authorise progression to the next stage that will include full scheme design and costing approval.

The process is as follows:

1. The 'new scheme' template should be completed by project manager/scheme lead in order to capture all relevant scheme information including an estimate of cost and timescales.
2. The completed forms should be submitted to the City Deal Programme support Team with any supporting information.
3. The City Deal Programme team will circulate the templates and supporting information to a nominated lead from each City Deal partner who will coordinate responses from their organisation and make recommendations on the scheme.
4. The programme management team will compile responses and recommendations into a summary document for consideration by the City Deal Programme Board prior who will similarly make recommendations prior to final approval/otherwise by the City Deal Executive. (Depending upon the scheme type views will be sought from IDSG members, e.g. where technical views are required in relation to deliverability)
5. Project leads will be informed of the final decision.
6. Where a scheme has been rejected then reasons will be provided, where schemes are approved this would be in principle and prior to any work commencing on site would be subject to final design and cost approval from IDSG.
7. Once a scheme has been approved in a scheme profile/template will be created for the City Deal Business and delivery Plan and milestones will be agreed.

Request for new scheme approval - City Deal business and delivery plan

1. Scheme Overview

		<i>To be completed by the applicant</i>	<i>Reviewer comments</i>
1.1	Name of scheme:	<i>Enter name of scheme</i>	
1.2	City Deal Zone	<i>Choose an item.</i>	
1.3	Scheme type:	<i>Choose an item.</i>	
1.4	Contact for more information:	<i>Name of applicant and email/telephone number</i>	
1.5	Grid reference:	<i>Please provide a six digit grid reference</i>	
1.6	Is a site map available	<i>Yes/no</i>	
1.7	Funding type – is the scheme:	Revenue (tick box) Capital (tick box)	
1.8	Scheme description:	<p><i>What will the scheme deliver?—provide full details/description.</i></p> <p><i>E.g. carriageway/footway improvements, green space provision.</i></p> <p><i>If revenue please explain how the scheme supports existing or potential city deal schemes (which schemes?)</i></p>	
1.9	Why is the scheme needed and what benefits will it bring?	<p><i>E.g. meets the objectives of or identified in local plan, masterplan etc.</i></p> <p><i>Will improve connectivity, accessibility to services, place making, supports alternatives to the car.</i></p>	
1.11	How was the need for the scheme identified?	<p><i>E.g. Community /officer/CI plan/ a local or master planning exercise</i></p> <p><i>Please provide details:</i></p>	

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2. Scheme benefits – strategic and local fit

2.1	Outcome/benefits anticipated	Please delete as appropriate	If yes, please provide further information (numbers of jobs/homes or reason/justification)	Reviewer comments
2.2	Job creation/employment opportunities	Yes/no		
2.3	New homes	Yes/no		
2.4	Improved community infrastructure to support sustainable communities	Yes/no	<i>Explain how, what local support is there for this scheme?</i>	

3. Funding Requirements

Please provide an estimate of costs:	£
If a revenue scheme, could the scheme be capitalised?	Yes/No

Will this scheme attract developer or other contributions, if yes please provide details.

Funding source (e.g. CIL, s106, other)	Date obtained	Date to be obtained	Other relevant information

Is any funding required from the City Deal Fund?	Yes/ No (if yes, please provide an amount)	£
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Comments from finance:

Request for new scheme approval - City Deal business and delivery plan

4. Deliverability of the scheme

4.1	How long is the scheme expected take to complete?		Reviewer comments
4.2	Who will deliver the scheme?		
4.3	Anticipated start date if approved		
4.4	Are there any other issues or risks associated with this scheme that you are aware of,		
4.5	Are planning or other consents anticipated for this scheme?	Please provide details	
4.6	Are there any communications considerations associated with this scheme?	<i>E.g. Particular councillor or community interest</i>	

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Please provide an indication of delivery milestones (refer to milestones in Annual Business and Delivery plan) and target delivery dates for this scheme

Year 3 16/17	Year 4 17/18	Year 5 18/19	Year 6 19/20	Year 7 20/21	Year 8 21/22	Year 9 22/23	Year 10 23/24

Please return this completed form to the City Deal Programme support team.

Appraiser comments and recommendations:

To be completed by appraiser (lead officer)

City Deal Programme Board/Executive – Decision and comments/date of approval

Record of decision