**Active Travel Fund Main Scheme Application**

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| **Scheme Name** |  |
| **Scheme Priority Rank Number** |  |
| **Scheme Type** |  |
| **Existing (continuation) or New Scheme** |  |
| **Application Funding Year** |  |
| **Start Date of Scheme** |  |
| **Estimated Completion Date** |  |
| **Funding required for (Insert year of application)** | *£* |
| **Total funding required to complete scheme from (Insert year of application) onwards** (if known) | *£* |
|  | |
| *Please provide the ATNM reference number of the routes to be delivered as part of your scheme together with a brief description of the scheme. This should include details of the key outputs (e.g. what is the scheme going to look like, will it be a segregated cycle track, shared-use route, new footway or area-wide measures to create filtered permeability)? If your application is for a scheme, or package of schemes, that will take longer than a financial year to complete, we require a description of the whole scheme/package of schemes and confirmation of which elements are to be delivered in each financial year. Applications for a package of schemes should contain a costed list of the associated projects in priority order.* | |
| **ATNM Reference Number(s):** |  |
| **OS GB grid reference:** (if scheme covers multiple location, please insert the grid reference from the scheme midpoint) |  |
| **Number of files attached** (Please Enter)  Please confirm that the following supporting documents have been attached:   * Maps and plans of the proposed scheme. * Design drawings, including general arrangement drawings * Evidence in support of stage gate progress * Other supporting information essential to the bid |  |
|  |  |
| **Current scheme Stage Gate:** |  |
| **Stage Gate to be achieved if funding is awarded:** |  |
| **Suggested Scheme Category (1-4):** |  |
| **Project Manager Contact Name** |  |
| **Contact Telephone** |  |
| **Contact email** |  |
| **Authorised by Name** (e.g. Head of Finance or Transport Services) |  |
| **Authorised by Job Title** |  |
| **Scheme Description** | *Example:*  *The scheme to be delivered in 2023/24 will provide a continuous 3m-wide off-road shared-use route for pedestrians and cyclists between Point A and Point B along [insert roads], the proposal will connect with existing routes (insert route number/name if appropriate) and facilities serving [insert point of interest/location] and includes:*   * *Upgrade of ‘crossing point at [insert location] to provide a parallel crossing for cyclists* * *Widening of existing 1.5m footway to provide a 3m shared use path plus a 0.5m verge between [insert point of interest/street name etc.] and [insert point of interest/street name etc.] for a distance of approximately ‘x’ km* * *New pedestrian crossing point at [insert location]* * *New cycle parking facilities at [insert location] to provide a shelter and 5 Sheffield stands* * *Installation of [insert number] new signs* * *Narrowing of junction of [insert road name] and [insert road name] to allow creation of priority crossing for pedestrians and cyclists* * *Installation of traffic calming features at 60m intervals along [insert road name] to support a 20mph zone and improve carriageway conditions for cyclists* * *Implementation of modal filters on [insert road name] to prevent rat running and improve on-road conditions for cyclists and pedestrians accessing [insert point of interest]*   *If submitting a package bid, provide the above information for each element of the package (as relevant) and provide a cost for each element if known.* |
| **Total length of route to be delivered (km) as a result of this application:** |  |

Attach location maps at an appropriate scale to identify the proposals in as much detail as possible, including showing key destination/origin points, and showing how the scheme fits within the wider active travel network to provide context. Copies of general arrangement and other relevant project(s) drawing(s) or other supporting information should also be provided separately. Attach Files (If multiple uploads are required, please select and upload files at the same time. Additional files can also be added via the edit function)

1. **Strategic Fit**

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| **Q: What are the objectives of the scheme?** The objective(s) must be SMART (Specific, Measurable, Achievable, Realistic, Time-bound) – max. 400 words | |
| **A:**  *Example:*   * *To increase the number of active travel journeys being undertaken between [insert origin point] and [insert destination point] by ‘x’% within 3 years of scheme completion.* * *To reduce the level of air pollution along [insert road name] within 3 years of scheme completion* * *To improve people’s perception of the safety and attractiveness of the route among the key target audience [e.g. primary school children, local residents] within 1 year of completion* | |
| **Q: Current and Future issues – What are the local and wider issues that this scheme will address in the short and long term?** Include baseline data where available. What will happen if no action is taken? E.g. lack of physical activity, climate change, obesity and poverty. Attach any evidence you have that may illustrate your points e.g photographs, baseline monitoring. Your local Well-being Assessment may include relevant information to support your answer – max 400 words | |
| **A:**  *Example:*  *The communities of [insert name and population size] and [insert name and population size] are connected by the AXXX corridor but there is a lack of suitable active travel provision with no dedicated facilities and x’000 vehicles a day travelling along this section of road during a 24-hour period with an 85%ile speed of ‘xx’ mph and an average speed of ‘xx’ mph.*  *Within the local health board area, ‘xx’% of adults will be obese by 2025, whilst in 2017/18, ‘xx’% of children aged 4 and 5 were classed as obese (how do these compare to the Welsh average). ‘xx’% of adults within the area are not physically active on any day of the week (how does that relate to the all Wales average?). Only ‘xx’% of adults are physically active to the recommended guidelines of 5 days or more a week.*  *Xx number of households do not have access to a car and public transport to key services is limited to ‘x’ services an hour contributing to social isolation for those without access to a private car. In 20XX, there were ‘x’ accidents involving pedestrians and cyclists with ‘x’ killed or seriously injured and a further ‘y’ receiving other injuries.*  *Air pollution is an issue within the area with Air Quality Management Areas declared in [insert area/street name if appropriate] and several other areas such as [insert names of locations as appropriate] with levels of traffic related air pollution approaching acceptable limits.* | |
| **Q: Does this scheme fit with existing local and national policies and plans?** e.g. Local Transport Plan and other related policies and plans. Refer to your local PSB Well-being Plan and Assessment and your own local authority Well-being Plan. Does the scheme contribute to wider policy or strategy areas? e.g. de-carbonisation, air quality, health, green infrastructure, biodiversity, play sufficiency? |  |
| **A: Please provide further details:** (max. 250 words)  *Example:*   * ***Local Development Plan (XXXX to XXXX)*** *– The scheme supports the aspiration of achieving a modal shift target of [insert target as appropriate]* * ***Local Transport Plan XXXX-XXXXX*** *– The scheme is listed as a top priority within the short-term programme of the LTP* * ***Active Travel Network Map*** *– The scheme is prioritised as Priority No.’xx’ within the ATNM* * ***PSB Well-Being Plan*** *– The scheme will contribute to achieving Well-Being Objective [insert reference as appropriate]* * ***Corporate Plan*** *– The scheme will contribute to achieving the following corporate improvement priorities listed in the Council’s Corporate Plan [insert references as appropriate]* * *[Insert links to other relevant documents including regional strategies/plans, local or regional regeneration strategies or other WG strategies such as Valleys Regional Park or similar as appropriate****]*** | |
| **Q: Supporting measures** - **Did you consider any supporting measures to help achieve the objectives?** Including non-infrastructure measures such as cycle training, travel plans etc. |  |
| **A: Please provide further details:** (max. 250 words)  *Example:*  *The scheme will link [insert name of community/origin] with [insert school name] and the school currently participates in both the Kerbcraft and National Standards Cycle Training programmes. Whilst non-infrastructure measures, including additional training for adult cyclists within the community and activities to promote the scheme are planned as part of the overall package to enhance its impact, the existing route conditions fail to meet the minimum standards set out within the draft Active Travel Act Guidance and therefore non-infrastructure measures alone will not achieve the scheme objectives.* | |
| **Q: Option Assessment - Did you consider any alternative options or arrangements?** e.g. whether provision should include off-road on on-road options, segregated or shared-use, provision of light segregation or speed reduction measures? How did you decide on your preferred option? |  |
| **A: Please provide a summary of any appraisal undertaken as evidence and attach any relevant documents to this application.** The appraisal should include an assessment of how each option performs against the scheme objective(s) and should form part of your WelTAG assessment – max 250 words:  *Example:*  *[Insert a summary of any options assessment undertaken such as an appraisal of each option against the scheme objectives (following WelTAG) or an appraisal of the benefits and negative impacts of the scheme including feedback from stakeholders]*  *A number of scheme options were considered during the concept design phase including:*   * *Provision of an off-road shared-use route* * *Lightly separated on-road cycle routes with the removal of on-street parking* * *Provision of traffic calming to enable cycle use within the existing highway whilst retaining on-street car parking for local stakeholders* * *An alternative route alignment along [insert relevant information]*   *These options were assessed against the scheme objectives/impact on wider policies/programmes/stakeholder requirements and XX was identified as the preferred option identified [provide a copy of the assessment as an appendix].* | |

1. **Grant Objectives**

Please outline below how your scheme fits with the relevant grant objectives which support the WTS ambitions, in particular the ambition of Good for Economy and Places.

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| **Q: Encourage modal shift from car to active travel in isolation or in combination with public transport** (include evidence from any surveys of local stakeholders that might support this, reference to current travel to work data including journey lengths. Commentary on quality of provision at present and how will route facilitate modal shift e.g. priority of AT over motorised vehicles, provision of safe off-road facilities and links to public transport services) – max 250 words | |
| **A:**  *Include evidence from any surveys of local stakeholders that might support this, reference to current travel to work data including journey lengths. Commentary on quality of provision at present and how will route facilitate modal shift e.g. priority of AT over motorised vehicles, provision of safe off-road facilities.* | |
| **Q: Improve active travel access to employment, education, key services, and other key traffic generating destinations –** max 250 words. | |
| **A:**  Example:  *The scheme will provide access to the following origin points [insert list of settlements/communities served by the scheme] and the following destination points [insert list of relevant destination points e.g. schools, large employments sites, town centres]* | |
| **Q: Increase levels of active travel** (Provide any evidence that could demonstrate how the scheme will increase active travel levels. This could include survey data, PCT outputs or refer to the impact on levels of use experienced on other similar schemes within the LA area) – max 250 words | |
| **A:**  *Provide any evidence that could demonstrate how the scheme will increase active travel levels. This could include survey data, PCT outputs or refer to the impact on levels of use experienced on other similar schemes within the LA area.* | |
| **Q: Connect communities** (Provide information on how the scheme connects communities, including whether the scheme reduces community severance by overcoming existing physical or social barriers that currently prevents walking, cycling, or wheeling) – max 250 words | |
| **A:**  *Provide information on how the scheme connects communities, including whether the scheme reduces community severance by overcoming existing physical or social barriers that currently prevents people walking, cycling, or wheeling*  *Example:*  *The scheme will create an off-road shared-use route between [insert location] and [insert location] providing a key link between these two communities where currently there is no provision for access by active travel due to a lack of footway/conditions for cyclist do not meet the standards set out in the AT Guidance.*  *It will connect local estates which are split by a 40mph highway and provide fit for purpose crossing facilities which will remove a key barrier to walking for vulnerable people.* | |
| **Number of files attached** (Please Enter) |  |

1. **Impact Assessment**

The Well-Being of Future Generations (Wales) Act 2015 places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do. How does your scheme fit with your local well-being goals/objectives? Refer to your local PSB Well-being Plan and Assessment and your own local authority Well-being plan.

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| **Q: Local Well-Being Objectives** – “Identify relevant local well-being objectives and state how the scheme will contribute”. – max 250 words per objective  *How does your scheme contribute to each of your relevant local well-being objectives?* | |
| **A:**  ***Example objective****:*  *Prosperous People and Places*  ***Example response:***  *The creation of active travel route linking to key employment sites such as [insert location(s)] helps to support people and businesses to drive prosperity as referenced in the ‘Prosperous & Secure’ wellbeing objective in the Prosperity for All national strategy.* | |
| ***Example objective****:*  *Strong Communities – To build strong communities with a sense of pride and belonging*  ***Example response:***  *Active travel links perform an important role in reducing the severance caused by roads and provide human-scale points of connection between our communities. Links between districts which are well used and become intrinsic to community life, perform an important role in promoting community cohesion, street life and character.* | |
| **A:**  ***Example objective****:*  *Enable people to live active, happy and healthy lives. Support physical and mental wellbeing through promoting healthy behaviours*  ***Example response:***  *What progress will look like in the long term:*  *Sound links across the PSB and the mid-Wales Health and Car Collaborative will support a county-wide, fully functional practical model of social/green prescribing and preventative health with associated systems and protocols. People will be more active participants in their future health, seeking out opportunities for mental and physical health through cultural engagement and physical activity and other healthy behaviours which the PSB will support and facilitate.*  *The scheme will contribute to the physical and mental health and well-being of individuals both now and in the future. New infrastructure such as the cycle shelter and cycle repair station will enhance provision in the town and help encourage people to use the facilities and make more active journeys.* | |
| **A:** | |
| **A:** | |
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| **Good for people and communities – A transport system that contributes to a more equal Wales, a healthier Wales and that everyone has the confidence to use** | |
| **Q: Does the scheme improve access for communities ranked in the bottom 15% of the WIMD overall or in terms of access to services, or with an identified social need** |  |
| **A: Please provide further details:** (max. 250 words): | |
| **Good for the Environment - A transport system that delivers a significant reduction in Greenhouse gas emissions, maintains biodiversity and ecosystem resilience, and reduces waste.** | |
| **Q: How will your scheme protect or enhance ecology, biodiversity or green infrastructure and minimise its own negative impacts?** E.g. minimising waste, construction and transport emissions; habitat loss or deterioration, increasing tarmacked or paved surface area – max 250 words | |
| **A:**  *Example:*  *During the design and planning stages, various impact assessments have been undertaken covering biodiversity and environment to ensure compliance with the current legislation.*  *A waste management plan is in place to recycle material as a result of construction works. The surface utilised will be sourced locally and local contractors will be employed to supervise the work limiting the carbon footprint resulting from the works. The infrastructure introduced as part of the scheme will utilise materials that are sustainable thereby reducing the need to be replaced regularly. Recycled products and materials will be sourced and used wherever possible including the aggregate for the construction of the multi-user route surface. Marker posts and fencing materials will be manufactured from recycled plastic. Low maintenance materials will be used to ensure a lower ‘full-life’ cost and reduced impact on the environment.*  *The following actions will be undertaken and incorporated into the construction phase plan in order to minimise the negative impact of the scheme during the construction phase:*  *Limit Fuel Usage*   * *Minimise haul distances* * *Reduce vehicle idling time*   *Reduce Noise*   * *Work only during designated times* * *Communicate with residents throughout the duration of works*   *Avoid contamination by properly disposing of water and other materials*  *(Include information relating to SuDS and how the scheme will enhance biodiversity – refer to earlier responses where relevant)* | |
| **Good for the Economy and Places - A transport system that contributes to our wider economic ambitions, helps local communities, supports a more sustainable transport supply chain, uses the latest innovations and addresses transport affordability.** | |
| **Q: Will the scheme support the Metro programme by facilitating integration between sustainable transport modes to support enhanced access to services and employment? (Yes/No)** |  |
| **Good for Culture and the Welsh Language - A transport system that supports the Welsh language, enables more people to use sustainable transport to get to arts, sport, and cultural activities, and protects and enhances our historic environment** | |
| **Q: Will the scheme promote or provide cultural impact** (including Welsh and other languages, artwork, cultural diversity e.g. BAME communities) |  |
| **A: Please provide further details:** (max. 250 words)  *Example:*  *The stakeholder engagement process will be undertaken bilingually [or in any other languages/formats relevant to the areas served by the scheme] by officers with the ability to speak Welsh. All publicity, marketing and signage associated with the scheme will be bilingual and comply with the Council’s Welsh Language Policy.* | |
| **Number of files attached** (Please Enter) |  |

1. **Infrastructure Quality**

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| **Q: Current Condition: What are the existing walking and cycling audit scores (using the Active Travel Act Guidance Audit Tools) for the route to be improved?**  Where multiple ATNM routes are likely to be affected by the proposals (e.g. for a package of schemes) please provide the audit score for the route which scores lowest of all ATNM routes affected. Where a new route is proposed in an area where there is no dedicated active travel provision but active travel journeys could be undertaken within the existing highway network, the audit should capture the existing conditions (e.g. on-road) for routes where such journeys take place. | | | | | |
| **Walking Audit Score** – Please insert the audit score as a percentage % |  | | | | |
| **Cycling Audit Score** – Please insert the audit score as a percentage % |  | | | | |
| **Q: Proposed condition:** **What are the projected walking and cycling audit scores (using the Active Travel Act Guidance Audit Tools) for the proposed route following completion of the scheme?**  This score must be provided given the anticipated stage of development and should be based on suggested enhancements identified through the completion of the audit tools. Scores should be realistic as, for example, the majority of schemes are unlikely to achieve a score of 100%.  Where multiple ATNM routes are likely to be affected (e.g. for a package of schemes) please provide the audit score for the route which scores lowest of all ATNM routes affected. | | | | | | |
| **Proposed Walking Audit Score:** – Please insert the audit score as a percentage % |  | | | | | |
| **Proposed Cycling Audit Score:** – Please insert the audit score as a percentage % |  | | | | | |
| **Q: Will the scheme achieve the recommended design standards set out in the Active Travel Act Guidance throughout** e.g. route widths, gradients. Information from your route audits will assist in completing this response | | | | |  | |
| **A: If no, please provide a summary of main issues along with any evidence that supports an audit trail of design as to why the best practice level of provision cannot be provided** – max 400 words:  *Example:*  *The recommended widths cannot be achieved throughout the whole route length due to pinch points created by existing highway structures/features but no more than 25% of the route will be more than 25% below the desirable minimum. The scheme cannot achieve the required gradients, however it will significantly improve the present situation and engagement with key stakeholders, including wheelchair users, secured support for the scheme.* | | | | | | |
| **Q: Please indicate below which of the design principles hierarchy more accurately reflects the majority of the scheme? (Please select a single option)** | | | | | | |
| **Separation of pedestrians from cyclists and motor traffic through provision of segregated off-carriageway infrastructure;** if necessary through reallocation of road space | | |  | | | |
| **Separation of pedestrians and cyclists from motor traffic through the provision of shared-use off-carriageway infrastructure** | | |  | | | |
| **Improve on-road conditions to encourage an increase in cycle use within existing highway, for example by reducing traffic volumes and speeds** | | |  | | | |
| **None** | | |  | | | |
| **A: If none of the hierarchy principles apply to the scheme, please provide further details here** – max 400 words  *e.g. The bid relates to the implementation of a cycle hire scheme or purchase of a bike fleet* | | | | | | |
| **Q: Has a feasibility study or concept design been completed?** If yes, please attach any relevant documents (e.g. feasibility study/concept drawing) to this application as evidence. | | | | ***Example****: A feasibility study was completed in YYYY which considered the various route options available for this scheme. This and the relevant options appraisal /WelTAG assessment are attached for information along with concept GA drawings for the scheme.* | | |
| **Q: Has a preliminary design of the preferred option been completed?** If yes, please attach any relevant documents (e.g. feasibility study/concept drawing) to this application as evidence. | | | | ***Example****: Preliminary design drawings have been undertaken for each scheme. As an example, the preliminary GA drawings for [insert scheme name] are attached.* | | |
| **Q: Has a detailed design of the preferred option been completed?** If yes, please attach any relevant documents (e.g. feasibility study/concept drawing) to this application as evidence. | | | | ***Example****: Detailed design drawings have been completed for [insert scheme names] and a copy of the GA drawings are attached. Detailed design is currently underway on [insert scheme name] and is planned for completion by DD-MM-YY.* | | |
| **Q: How have you ensured that the scheme enhances or enables access for all users? Where you have engaged with groups with protected characteristics, how has that influenced the design?** Max 250 words | | | | | | |
| **A:**  *Example:*  *The schemes were designed in accordance with the Active Travel Act Guidance and groups with protected characteristics were engaged during the design process. That engagement resulted in some minor changes to the scheme to enhance provision for blind and partially sighted users through an upgrade of existing crossing facilities on key desire lines and the removal of barriers along the route to enhance accessibility for parents with pushchairs, wheelchair/mobility scooters and non-standard bicycles.* | | | | | | |
| **Q: Number of files attached** (Please Enter) | |  | | | | |

1. **Monitoring and Evaluation**

What monitoring and evaluation is planned as part of the project? How and when will you measure if the scheme has been successful?

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| **Q: Has a monitoring and evaluation plan been prepared?** | |  |
| **A: If yes, please provide a summary below or attach relevant documents as evidence. If no, a template is provided in the guidance to assist you in preparing one** - max. 250 words:  *The template contained within the guidance provides examples of appropriate information to be captured in the monitoring and evaluation plan* | | |
| **Q: What monitoring or evaluation work has already taken place?** | |  |
| **A: Please provide a summary of the key findings below** – max 250 words:  *Example:*  *Baseline data has been collected for the scheme including:*   * *Pedestrian and cycle counts along the route* * *Full classified turning counts at key junctions along the route* * *Accident data* * *Route user views*   *The pedestrian and cycle counts recorded an average of ‘x’ pedestrian and ’y’ cyclist movements a day.*  *A total of ‘x’ KSIs and ‘y’ slight injury accidents were recorded along the route in the previous ‘z’ years (provide numbers of peds/cyclists were relevant)*  *‘x’% of users surveyed indicated that they were more likely to walk or cycle more often once the scheme is constructed. This is phase two of the route from x to y. User counts one year after completion of phase 1 have shown a 15% increase in pedestrians and a 65% increase in cyclists. User survey results show that the majority of users were using the phase 1 section to travel to school.* | | |
| **Q: Number of files attached** (Please Enter) |  | |

1. **Community and Engagement**

What stakeholders have you involved in the development of your project, and how have you involved residents in identifying the need for, and design of, this project?

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| **Q: Has a stakeholder engagement plan been prepared?** |  |
| **A: If yes, please provide a summary below or attach any relevant documents as evidence – If no, a template is provided in the guidance to assist you in preparing one** - max. 250 words:  *The template contained within the guidance provides examples of appropriate information to be captured in the monitoring and evaluation plan* | |
| **Q: What scheme specific stakeholder engagement work has taken place beyond the initial ATNM consultations?** |  |
| **A: Please provide a summary of the engagement and its impact below and attach any relevant documents to this application as evidence** (e.g. design change logs where available) – max 250 words:  *Example:*  *Engagement with the local elected members and town/community council has been undertaken.*  *A public exhibition was held in the nearby [insert location] on [insert date]. The event was attended by approximately 50 people and over half indicated their support for the scheme.*  *Quarterly meetings are held with representatives of local cycling groups to guide scheme selection, testing the early designs of proposed schemes and discussing conformity to the design guidance with a wider field of representatives.*  *For the shared use section, a site visit with representatives from disability groups and the local Access Forum was held to discuss any concerns and agree a preferred solution.* | |
| **Q: What specific activities have taken place to engage with children and young people and groups with protected characteristics (beyond the initial ATNM consultations)?** – max 250 words | |
| **A:**  *Example:*  *An engagement session was held at [insert school name] on [insert date]. The event was attended by approximately 50 pupils and parents who provided suggestions that informed the scheme design.*  *Groups with protected characteristics were engaged during the design process on [insert dates as appropriate] via [insert method of engagement]. That engagement resulted in some minor changes to the scheme to enhance provision for blind and partially sighted users through an upgrade of existing crossing facilities on key desire lines and the removal of barriers along the route to enhance accessibility for parents with pushchairs, wheelchair/mobility scooters and non-standard bicycles.* | |
| **Q: What promotional activities are included as part of the project?** |  |
| **A: Please provide a summary below and attach any relevant documents to this application as evidence** – max 250 words:  *Example:*  *A flythrough of the proposed route and its associated links has been undertaken. This will be available on the Council’s website and through social media channels before the end of March and prior to the start of construction. The schemes included in this bid will be promoted as good news articles in local media outlets. It will likely include a photoshoot with local members, schoolchildren and residents where WG will be referenced for providing the funding along with the objectives of the scheme. The article will link to future plans and our online consultation tool where comments will be welcomed on the scheme and any other issues related to active travel across the country with particular emphasis on built up areas.*  *A publicity exercise is being undertaken in March 2023 to promote the availability of the schemes already completed. This will involve a radio campaign with the radio presenter cycling the routes daily for a week encouraging listeners to join him on his journey* | |

1. **Deliverability**

Can the scheme be delivered? What are the risks? A project plan that identifies timelines for activities and key milestones must be provided for each scheme appropriate to the scale, complexity and risks associated with the scheme.

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| **Q: How will the scheme be procured and delivered?** – max 250 words | | |
| **A:**  *Example:*  *The scheme will be delivered and managed by a project team comprising officers of the Council following the Council’s approved procedures following a tailored Prince 2 and APM format and the necessary CDM Regulations.*  *The project will be procured via min-competition via the appropriate lot of the Council’s Framework and take the form of an NEC 3/4 contract with an anticipated construction period of 11-12 weeks.* | | |
| **Q: What are the key activities and milestones identified?**  Provide a summary of the key dates below and attach a copy of your project plan if appropriate. Include actual/anticipated dates for completion of Stages (see guidance) and other milestones. This should include, as a minimum, design, timing of approvals, procurement, construction period and anticipated completion where applicable – max 250 words | | |
| **A:**  *Example:*   * *Brief issued to Engineering and Design services for management of the scheme delivery – May 2023* * *Initial Stakeholder Engagement – June 2023* * *Stage C: Completion of Outline Design – July 2023* * *Stakeholder Engagement – July 2023* * *Stage D/E: Completion of Detailed Design and tender documents – September 2023* * *Tender/award contract – October/November 2023* * *Start of works – November 2023* * *Stage F: Scheme completion – March 2023* | | |
| **Q: Have tender documents been prepared? (Yes/No)** | |  |
| **Q: Do the tender documents include a Bill of Quantities? (Yes/No)** | |  |
| **Q: Has a tender process been undertaken? (Yes/No)** | |  |
| **Q: What key risks been identified?** | |  |
| **A: Please provide a summary of key risks and attach relevant evidence e.g. risk register** – max 250 words:  *Example:*  *The key risks that have been identified include:*  *Stakeholder objections to the proposed removal of on-street parking spaces could result in delays or amendments to the scope of the scheme to secure public support. The Council will engage early on in development of the proposals to ensure stakeholder views are considered from the outset.*  *Adverse weather may delay or extend scheme works beyond the existing funding timescales. The Council will ensure that sufficient contingency measures are in place including providing sufficient float within the contract programme to allow for delays.* | | |
| **Q: Have all the necessary permissions been identified?** *(e.g. TROs, flood-risk permits)* | |  |
| **A: If yes, what permissions are required?** – max 250 words:  *Example:*   * *Planning permission* * *SSSI Assent* * *Flood Risk Permit* * *Land Purchase/Agreement* * *TROs* | | |
| **Q: Have all the necessary permissions been secured?** | |  |
| **A: If yes, please provide a summary below and attach relevant evidence to provide confirmation (e.g. email or other correspondence). If no, what permissions have been secured, which remain outstanding and what is their current status?** – max 250 words:  *Example:*  *TROs for One Way systems and new parking restrictions are currently being processed and are anticipated for completion within 3-4 months subject to the completion of a statutory Phase 2 public consultation. Phase 1 consultation has been completed without any objections.* | | |
| **Q: Have all land ownership requirements been identified or resolved?** | |  |
| **A: Please provide a summary below including details of known land ownership issues and evidence of any that have been resolved** – max 250 words:  *Example:*  *All land that is required for the scheme is either within the ownership of the Council or agreement has been reached with the relevant landowner to secure access arrangements and works [provide a copy of any relevant correspondence that provides confirmation]* | | |
| **Have you undertaken your Regulatory Impact Assessments including EQIA?** | |  |
| **A: If yes, please provide evidence and information of whether it resulted in any changes to the proposals. If no, please provide details of when one is to be carried out** – max 250 words:  *Example:*  *An EQIA was completed on DD-MM-YY and resulted in some minor changes to the scheme to enhance provision for blind and partially sighted users through an upgrade of existing crossing facilities on key desire lines.* | | |
| **Have any other survey requirements been identified or undertaken?** E.g. utilities, SUDS engagement, ecological, archaeological | |  |
| **A: Please provide a summary below** – max 250 words:  *Example:*  *Topographical, ecological, ground investigation and utility surveys have been undertaken along the route together with a SuDS assessment.* | | |
| **Number of files attached** (Please Enter) |  | |