

## NEW PROJECT REQUEST TEMPLATE

This New Project Request is issued under the terms of the Territory Partnering Agreement entered into by hubco and the Relevant Participant. hubco is asked as part of its Project Development Partnering Services to develop a new project in accordance with the following information.

<b>New Project Request issue date</b>	
<b>New Project Request issued by</b>	
<b>Signature</b>	

<b>Project Title</b>	
<b>Relevant Participant(s)</b>	<i>If more than one Participant, indicate the Lead Participant</i>
<b>Single Point of Contact for Project</b>	<i>Provide one point of contact for hubco. Participants may also wish to provide a copy of the team directory with details of roles and responsibilities</i>

<b>Project Brief</b>	<p><i>Participants should attach a separate document with their clear and objective Project Brief which should set out the scope of services supported by relevant information which is commensurate with any previous development work undertaken on the new project. This should include any initial agreement that may be in place between the Participant and any relevant Government body.</i></p> <p><i>The Project Brief should include details in relation to the following:</i></p> <ul style="list-style-type: none"> <li>- <b>Construction Information</b> such as the schedule of accommodation, design information and sustainability requirements, Room Data Sheets, Relocation and Decanting Information and Planning Development Brief. Consider also Off-Site Requirements such as access roads.</li> <li>- <b>The Services</b> such as confirmation that the standard service specification is being used and what, if any, changes have been made to it.</li> </ul>
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	<ul style="list-style-type: none"> <li>- <b>Land Issues</b> such as Site Restrictions and the Land/Site details and plans.</li> </ul>	
<b>Specific Requirements</b>	<p>Provide details of any requirements in relation to the new project that must be satisfied as part of a Stage 1 and/or Stage 2 Submission. Include any governmental or similar approval requirements (for example, the requirement to comply with the Scottish Government's Capital Investment Manual process), funding approvals or grant conditions.</p> <p>Consider also any requirements relating to batching and bundling of projects and Community Benefits requirements.</p>	
<b>Scope of Partnering Development Services</b>	<p>If you consider that a significant degree of preparatory work relative to the new project has been carried out which would reduce the scope for the Partnering Development Services, this should be indicated.</p> <p>The following details should be provided:</p> <ul style="list-style-type: none"> <li>- Details of the preparatory work done to date</li> <li>- Details of any designers and/or advisers retained, including reference to internal resource</li> </ul> <p><b>The Participant and hubco will agree the appropriate adjustments to the new project approval process.</b></p>	
<b>Affordability Cap (For DBFM)</b>	Capital Expenditure Cap:	
	FM Costs Cap:	
	Lifecycle Costs Cap:	
	Estimated Headline Unitary Charge:	
	Details of the amount and timing of any capital payments being made by the Relevant Participant(s):	
	<p><b>There is an obligation on hubco to obtain the best value for money that it can on the capped elements above as well as on the uncapped elements such as the funding package and the SPV running costs.</b></p>	
<b>Affordability Cap (For D&amp;B)</b>	Capital Expenditure Cap:	

<p><b>Comparators and Programme</b></p>	<p>hubco and the Participant(s) are required to agree a programme for meeting and agreeing, no later than 4 weeks after the commencement of the new project approval process, which elements and components of the Pricing Data are appropriate comparators for the new project.</p> <p><i>The Participant(s) should suggest some appropriate dates to hubco to start this process.</i></p>
<p><b>Stage 1 Requirements</b></p>	<p>hubco will produce a Stage 1 Submission in accordance with paragraph 4 of Schedule Part 5 to the TPA.</p> <p><i>The Participant(s) should indicate to hubco if an options appraisal is <b>not</b> required. hubco will carry out a desktop study and will recommend what, if any, further studies as listed in 4.2.4 of Schedule Part 5 should be carried out. The Participant(s) should therefore advise hubco of any studies that have already been completed.</i></p>
<p><b>Other Information</b></p>	<p><i>Provide details of any other relevant information, which may include information that is to follow if not yet ready for submission with this NPR and when it will be available.</i></p>