

**Derby, Derbyshire, Nottingham and Nottinghamshire Local
Transport Body
Assurance Framework - Scheme Proforma**

Section A – Overview

1. Scheme name	
2. Promoting organisation [Specify if promoted on behalf of a third party]	
3. Scheme location (with map)	
4. Scheme description (with appropriate maps and drawings)	
5. Scheme details. If applicable, provide a description of individual components of the scheme	
6. Scheme objectives. Describe the intended purpose of the scheme.	
7. Scheme effectiveness. Describe the extent to which the scheme is expected to meet its objectives, with reasons.	
8. State of readiness and key risks and constraints. Outline the outstanding processes required prior to construction.	
9. Contact details of senior responsible officer	Name: Email address Telephone number

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Section B – Scheme costs

1. Estimated gross cost	
2. Requested LTB contribution	
3. Outline the approach taken at this stage to risk and contingencies ie Quantified Risk Assessment, assumed contingency percentage	

Section C – Scheme appraisal

1. Does the scheme have a WebTAG-compliant Business Case? If so, please append a summary and go on to Question 4.	
2. Does the scheme have a spreadsheet of impacts and an Appraisal Summary Table? If so, please append a summary and go on to Question 4.	
3. Is there a traffic or transport model available to provide the required level of appraisal? If not, what steps are being taken to put this in place?	
4. Contact details (if different to main contact provided in Section A)	Name: Email address Telephone number

Section D – Delivery

1. Delivery timescale – provide indicative project milestone dates (prior to construction).	
2. Delivery timescale – provide an indicative start date for construction or initiation.	
3. Delivery timescale – provide indicative date for completion of the	

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project.	
4. Identify any key milestones or key dates for individual project elements not covered above.	