

PROPOSAL

To:
Company:

Title:

From:
Company:

Title:

Date:
Title of Proposal:

Please place a cross to indicate the area the proposal relates to;

1. Significant closure of whole or part of building
2. Physical adaptation or alteration
3. Change of use room/programme or other
4. Other; please specify

1. Background and rationale for proposal

2. What are the benefits

3. Detail of proposal including timeframes

4. Summary of consultation undertaken

5. Are physical alternations or adaptations required?

6. Are there any Health & Safety implications?

7. What risks have you identified and how will you address these?

8. What are the legal and/or insurance implications and how will you address these?

9. Cost analysis (set up/year1; year 2 etc)

10. Projected income generation

11. Monitoring and review arrangements

12. Recommendations by proposer

Approved/Not approved by Watford Borough Council:

Rationale for decision.

Signature: (CEO/Area Manager or equivalent)

Name:

Title:

Company:

Signature: Watford Borough Council

Name:

Title: Head of Community Services

Company: Watford Borough Council