

PROJECT INITIATION DOCUMENT

(September 2016)

Hackney Wick Station Improvements

Project Initiation Document (PID)

Project Name:	Hackney Wick station Improvements		
Project Start Date:	February 2017	Project End Date:	December 2017
Relevant Heads of Terms:	Infrastructure Planning		
Responsible Directorate:	Development & Renewal		
Project Manager:			
Tel:		Mobile:	
Ward:	Bow East		
Delivery Organisation:	London Legacy Development Corporation		
Funds to be passported to an External Organisation?	Yes		
Does this PID involve awarding a grant? ('Yes', 'No' or 'I don't know')	No		
Supplier:	LLDC		
Does this PID seek the approval for capital expenditure of up to £250,000 using a Recorded Corporate Director's Action (RCDA)? (if 'Yes' please append the draft RCDA form for signing to this PID)	No		
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or	No		

through Full Council? ('Yes' or 'No')	
<u>S106</u>	
Amount of S106 required for this project:	£1,000,000
S106 Planning Agreement Number(s):	PA/10/01864
<u>CIL</u>	
Amount of CIL required for this project:	£0
Total CIL/S106 funding sought through this project	£0
Date of Approval:	

Distribution List

Organisation	Name	Title
LBTH – D&R	Aman Dalvi	Corporate Director
LBTH – D&R	Owen Whalley	Service Head – Major Project Development
LBTH – D&R	Chris Holme	Finance, D&R
LBTH - D&R	Andy Scott	Service Manager – Economic Development
LBTH – D&R	Matthew Pullen	Infrastructure Planning Team Leader
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LBTH - D&R	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH - CLC	Tope Alegbeleye	Senior Support Services Manager, S&R
LBTH CLC	Thorsten Dreyer	Strategy & Business Development Manager - Culture, Public Realm and Spatial Planning

Organisation	Name	Title
LBTH Public Health	Tim Madelin	Senior Public Health Strategist
LBTH ESCW	Pat Watson	Head of Building Development

Related Documents

ID	Document Name	Document Description	File Location
If copies of the related documents are required, contact the Project Manager			

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1.0 Purpose of the Project Initiation Document

1.1 The purpose of this Project Initiation Document (PID) is to:

- Seek approval for funding of £1,000,000 to support the Hackney Wick Station improvements.
- Seek approval to enter into a funding agreement with London Legacy Development Corporation (LLDC) for the Hackney Wick Station improvements.

1.2 S106 funding from one local development has been identified that is appropriate for supporting the redevelopment of the station.

1.3 The station improvements are fundamental to the proposed Hackney Wick Central masterplan which has been structured around the station redevelopment. The delivery of the station improvements will not be possible once surrounding development has been completed, due to the staging sites required for construction on either side of the railway. The timetable for delivery is anchored on the proposed rail possessions over Easter 2017.

2.0 Section 106/CIL Context

Background

2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations / S106 agreements are legal agreements negotiated, between an LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.

2.2 CIL is a £ per square metre charge on most new development. In April 2015, the council adopted its own CIL Charging Schedule. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, where a specific project or type of project is set out in the Council's Regulation 123 List.

S106

- 2.3 In terms of the allocation of S106 funding, this PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings for the development at the site at Leamouth Peninsula North (City Island), London PA/10/01864 dated 28 November 2011. The London Thames Gateway Development Corporation (LTGDC) were, as the then LPA, signatory to the S106.
- 2.4 The LTGDC (also known as the 'Corporation') was established in 2004 with a ten year remit to regenerate two key growth areas of the Thames Gateway, including the Lower Lea Valley and London Riverside. In accordance with the LTGDC Planning Obligations Community Benefit Strategy (2008), a 'standard charge' tariff per dwelling was applied to developments in these areas, based on the estimated cost of infrastructure needed to support the level of development coming forward.
- 2.5 LTGDC ceased to exist on 1st October 2012 and LBTH, as the successor body, has assumed responsibility for existing S106 agreements in place of LTGDC. However, the London Legacy Development Corporation (LLDC) are now the Local Planning Authority for the area and are responsible for the delivery of legacy LTGDC infrastructure to support development in the area.
- 2.6 The above s106 agreement obliged the Developer to pay the Council a 'discounted standard payment' per residential unit, which will comprise the 'Phase 1 Payment' for each residential unit in phase 1 and the 'Phase 2 payment' for each residential unit in phase 2, less the works in kind cost of £3,0242 per each unit in those phases. The development will construct 1706 units; 537 Phase 1, 1,169 phase 2. Therefore the total secured is: £10,558,556. This is paid to the Council in instalments based on 25% commencement/75% occupation of the units.
- 2.7 This payment is to be '*applied towards the provision of Infrastructure in accordance with the Corporate Infrastructure Delivery Plan*'. There is no expiry date for this contribution. The Council has received £1,008,735; £116,376 on 26th Feb 2015 based on commencement of 104 units and £892,359.85 on 22nd July 2016 based on occupations.
- 2.8 It is proposed to use £1,000,000 of this contribution.

CIL

- 2.9 This PID does not seek approval for the expenditure of CIL funding.

3.0 Legal Comments

- 3.1 Legal Services considers that redevelopment of the Hackney Wick Station satisfies the terms of the S106 agreement set out at paragraph 2.7 above.
- 3.2 This PID reflects the various parties' intentions at the time the agreement was entered that the financial contribution would be used to provide infrastructure in accordance with the Corporate Infrastructure Delivery Plan. Such Plan specified that this infrastructure was to be provided in the Lower Lea Valley area and Hackney Wick falls within this geographical area. Section 4.0 of this PID is helpful in explaining the importance of Hackney Wick station to the master plan for this area and how greatly it will improve local infrastructure.
- 3.3 Subject to the above comments, we consider the funding for this PID to be in accordance with the purposes for the contributions under the S106 agreement.
- 3.4 These comments are limited to addressing compliance with the terms of the s106 agreement mentioned above (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate.

4.0 Overview of the Project

- 4.1 The Hackney Wick Station project was originated by the London Thames Gateway Development Corporation (LTGDC) and transferred to LLDC on 1st April 2012. At the time of transfer the project had reached Network Rail GRIP Stage 3 (Option Selection) and comprised the construction of a subway for pedestrians through the railway embankment and the replacement of the southern access ramps by lifts and staircases.
- 4.2 The project underwent significant change through the design development and planning stages. Planning consent was granted on 23rd September 2014.
- 4.3 The consented scheme envisages a new ticket office and gate-line relocated from the platform to ground floor level in the south (LB Tower Hamlets), to give an appropriately sized, high quality new public realm approach and station entrance facilities, as required by the station operators. Within the new underpass, the concrete finish is left exposed and a glazed wall separating the paid/ticketed side and the public route will be designed and lit to ensure a safe environment for users.

- 4.4 The new station approach to the south will be completed as part of the project and a new approach to the north will be completed when the neighbouring consented Groveworld redevelopment progresses. Once the neighbourhood centre is completed, the route will create a link through from White Post Lane to Wallis Road and create a more direct access to Queen Elizabeth Olympic Park and Here East.
- 4.5 The station is central to the proposed masterplan for Hackney Wick Neighbourhood Central, with the scheme structured around the new routes opened up by the station redevelopment. An outline planning application for this masterplan was submitted in April 2016.
- 4.6 Network Rail will deliver the project on behalf of LLDC because it is their railway asset. Rail possessions have been booked for Easter 2017 to enable the cut and cover works to be completed during a 100 hour blockade, when the underpass will be put into place.
- 4.7 Completion of the whole station scheme is anticipated around December 2017, with the neighbourhood centre development commencing thereafter.

5.0 Business Case

- 5.1 The LLDC Infrastructure Delivery Plan (IDP) identifies projects both within and beyond the LLDC boundary, which are required to support proposed development within the LLDC area. The improvements to Hackney Wick Station are identified within the IDP and as such meet the requirements of the S106 agreement.
- 5.2 The Legacy Corporation's Local Plan seeks to promote the creation of a new town centre at Hackney Wick to support the significant anticipated growth within Hackney Wick and Fish Island and the new neighbourhoods of East Wick and Sweetwater. The proposed accessibility improvements and upgrade works to the station will create a new public transport entrance closer to the Park and increase the Public Transport Accessibility Level (PTAL) ratings for the immediate development sites. The upgraded station is key to the masterplan for Hackney Wick Neighbourhood Centre, which has been designed around the new north-south route.
- 5.3 The need to improve Hackney Wick Station has long been recognised in adopted and emerging planning policy and the evidence base to support these. The Olympic Legacy Supplementary Planning Guidance (OLSPG) to the London Plan recognises the importance of an upgraded Hackney Wick Station. The OLSPG: Infrastructure

Delivery Study identifies the upgrade of Hackney Wick Station as a strategic scheme (as part of a wider local station upgrade programme) which directly benefits the OLSPG area and is required to support anticipated growth within the OLSPG area.

- 5.4 Against this policy background, contributions have been made from major developments in and around the Hackney Wick area. The LLDC Legacy Communities Scheme (LCS) agreed a contribution towards a future Hackney Wick station scheme, to be triggered upon occupation of 1000 units across the Park (estimated to be triggered in 2017/18). The S106 Agreement for Here East also included a contribution towards an improved Hackney Wick Station, which has now been paid, and LTGDC Pooled Funds were allocated to the scheme in April 2015 by the PPDT led Project Proposals Group (PPG).
- 5.5 Improving connectivity within the Hackney Wick Sub-Area is identified as an Area priority within the LLDC's Local Plan, and is seen as necessary to help deliver part of the Hackney Wick Neighbourhood Centre. In order to help deliver these improvements, Hackney Wick Station is listed as a project that could be funded through the LLDC's Community Infrastructure Levy (CIL). It is currently anticipated that CIL will be used to contribute towards the project.
- 5.6 The project will support the delivery of significant numbers of new homes; approximately 1,600 in the neighbourhood centre alone, and approximately 10,000 new homes across the wider Hackney Wick and Fish Island area. Alongside this, employment space will be delivered.
- 5.7 The communities which will be served by the new Hackney Wick Station are currently fragmented by infrastructure - rail, roads, waterways - and lack safe and legible local pedestrian and cycle networks. Central to the regeneration and economic growth of this area is a new 'spine' route created by the major new north-south connection integrating the upgraded Hackney Wick Station to proposed new and upgraded bridges and public realm.
- 5.8 Thus the upgrade of Hackney Wick Station is fundamentally the first piece of the jigsaw for this entire regeneration, and all emerging schemes within the immediate area have been designed around the new north-south route and station entrances. This new pedestrian and cycle connection will substantially improve connectivity and permeability between the large development parcels of land currently severed by the railway, and it will also reduce approach distances to the station for the majority of local residents and businesses within Hackney Wick and on the western side of Queen Elizabeth Olympic Park, including key destinations at Here East and the Copper Box Arena. The Hackney Wick Station upgrade project will therefore

perform a key regenerative role, as well as providing much improved facilities for passengers using the station and moving through the area.

- 5.9 Alongside the delivery of new jobs and homes, this infrastructure investment is anticipated to have an upwards impact on property values and incentivise development activity in the area. This will, in turn, be reflected in increased CIL capture which can be re-invested in the area. This direct infrastructure investment will therefore have a long term impact in enabling further development in jobs and homes in the surrounding area.
- 5.10 Hackney Wick and Fish Island distinguishes itself by having the highest concentration of businesses in the Legacy Corporation area: 448 businesses units which equates to 68% of all active businesses in the area. Hackney Wick is occupied by a number of ageing industrial buildings which accommodate a combination of creative businesses and artists alongside more traditional industrial uses. The area benefits from a rich industrial history and locally listed Victorian and other locally important buildings with a continuing economic life. The re-use of some or all these buildings and promoting the economic viability of local businesses are important for delivering job creation and growth as the area undergoes redevelopment and change.
- 5.11 A wide range of economic benefits is expected to accrue to the regional economy as a result of Hackney Wick's redevelopment. This will be through the economic activities undertaken by individual companies and organisations, as well as the additional benefits expected to flow from the clustering of organisations together and alongside other key Queen Elizabeth Olympic Park occupiers, such as Here East.
- 5.12 This project is also identified within a number of other strategically important documents including the following:
- LBTH Infrastructure Delivery Board Evidence Base, a document which has been prepared to support the LBTH Infrastructure Delivery Framework decision making process and in particular the allocation of CIL and S106 funding.
 - Lower Lea Valley Opportunity Area Planning Framework
 - Lower Lea Valley Delivery Investment Strategy

6.0 Approach

- 6.1 Delivery of the project is being undertaken by Network Rail on behalf of LLDC. Governance for Railway Investment Projects (GRIP) describes how Network Rail manages and controls projects through formal stage gate reviews. The stage gate review process examines a project at critical stages in its lifecycle to provide assurance that it can successfully progress to the next stage. Hackney Wick Station has progressed through GRIP Stages 1-5 and currently progressing through stages 6-8 (Delivery and Completion).
- 6.2 Paul Woolford, Project Sponsor for LLDC, will be monitoring the project, attending weekly progress meetings as well as the monthly Project Board. Network Rail will also provide a Department for Transport (DfT) approved report proforma which will also be used to report to the Greater London Authority (GLA).

7.0 Infrastructure Planning Evidence Base

- 7.1 Improvements to public transport services, infrastructure, accessibility and public realm are captured in the Infrastructure Delivery Framework Evidence Base. The upgrading of the Hackney Wick Station access has been identified in the evidence base as being essential for growth, movement and connectivity; and has been ranked as the fourth equal top priority project.

8.0 Opportunity Cost

- 8.1 The £1m S106 funding that has been identified for this project was secured specifically for infrastructure purposes within the former LTGDC boundary. This limits the opportunities for this money to be spent. The funding is also part of a larger contribution that has been collected for infrastructure purposes. One key benefit to the Council in allocating this S106 funding to this project is £27.5m in station improvements for an investment of £1m.

9.0 Deliverables

- 9.1 The station improvements will create inclusive access by removing the poor quality access ramps and providing stairs and lifts to both sides of the station which will be linked via a new subway. The subway will also have a public side to deliver more direct and safer connectivity through the previously inaccessible rail embankment, linking the development areas of the proposed Hackney Wick neighbourhood centre.

- 9.2 The £1 million that has been ringfenced for this project is legacy money from the LTGDC. As such, the money must be spent on the provision of infrastructure within the former LTGDC boundary and which has been identified within the Corporate Infrastructure Delivery Plan. This limits the opportunities for the money to be spent.
- 9.3 The investment of £1 million would go towards the delivery of £27.5 million worth of station improvements at Hackney Wick Station. As such, the project is considered value for money. Furthermore, the station improvements have been identified as having relatively high importance in the Infrastructure Delivery Board Evidence Base.
- 9.4 LBTH Transport & Highways are currently in discussion with LLDC about the ongoing maintenance of the public realm component of the project, particularly once LLDC ceases to exist. It is envisaged that LBTH will adopt the public realm within the Tower Hamlets boundary and that LBH will adopt the public realm within the Hackney boundary.

10.0 Local Employment and Enterprise Opportunity

- 10.1 To provide employment opportunities for the local community and the wider LLDC area, a planning condition was attached to the planning permission requiring a Local Labour Strategy to be developed.
- 10.2 The Local Labour Strategy has since been prepared and approved by the Local Planning Authority. It sets out a number of actions that will be taken to ensure opportunities are given to the local community and wider LLDC area.
- 10.3 The plan sets out a number of actions that will be taken to ensure opportunities are given to the local community including:
- All jobs will be advertised in the borough's job centres;
 - Local labour and business schemes will be notified of job vacancies;
 - All staff will be paid at least the London Living Wage.
 - Recruitment of at least one apprentice to work on the project.
 - Aim to re recruit 25% of the workforce from the local boroughs. Please note that this may not always be possible due to the specific skillset required for the project and will be subject to a skills match.

10.4 To demonstrate compliance with the above, quarterly reports will be submitted to the Local Planning Authority, London Borough of Tower Hamlets and London Borough of Hackney.

11.0 Programme Timeline

11.1 Project Budget

LLDC has secured funding from various sources towards the project cost. This is shown in the table below. The most significant contribution, £8.5m is loan funds from the GLA Growing Places Fund, and will therefore need to be repaid by the LLDC from future CIL money and capital receipts.

11.2 LLDC has already reallocated significant funds from other projects and corporate contingency. All other funds have been exhausted.

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (capital/revenue)
Loan funds from GLA	£8.500m	GLA LEP Growing Places Fund Round 2	Capital
ODA S106 contribution for transport projects	£2.895m	OPTEMS	Capital
Pooled funds	£0.400m	Lower Lee Valley	Capital
Pooled funds	£2.391m	London Thames Gateway Development Corporation	Capital
Unex Tower S106 funding approved by PPG 17/12/15	£1.008m	London Thames Gateway Development Corporation	Capital
Here East S106 funding approved by PPG 30/06/15	£1.023m	London Legacy Development Corporation	Capital
Legacy Communities Scheme S106	£4.250m	London Legacy Development Corporation	Capital

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (capital/revenue)
Funds from LBH	£1.000m	London Borough of Hackney	Capital
LBTH S106	£1.000m	London Borough of Tower Hamlets	Capital
Regeneration Hackney Wick Neighbourhood Centre/Hackney Wick Fish Island	£0.788m	London Legacy Development Corporation	Capital
Reallocation of LLDC Stratford station funds	£0.632m	London Legacy Development Corporation	Capital
Reallocated Twelve Trees contingency	£0.900m	London Legacy Development Corporation	Capital
Corporate contingency	£2.752m	London Legacy Development Corporation	Capital
Total excluding VAT	£27.539m		

11.3 Financial Profiling

Table 2						
Financial Profiling						
Description	Previous years £m	14/15 £m	15/16 £m	16/17 £m	17/18 £m	Total £m
Capital expenditure						
LLDC direct costs		0.133		0.028		0.161
Network Rail GRIP Process	0.539	0.054	1.503	1.357		3.493
Contractor's cost				9.586	9.188	18.774
Contingency					0.743	0.743
NR Management				0.950	0.650	1.596
NR Fee Fund				0.977		0.977

Industry Risk Fund				0.391		0.391
LLDC Risk Contingency					1.404	1.404
Total expenditure	0.593	0.187	1.503	13.329	11.981	27.539
Income / Funding						
GLA LEP GPF 2				4.313	4.187	8.500
OPTEMS	0.393		1.700	0.802		2.895
LLV Pooled Funds				0.400		0.400
LTGDC Pooled Funds				2.391		2.391
LTGDC S106 Unex Tower				1.008		1.008
LLDC S106 Here East				1.023		1.023
LLDC S106 LCS + RPI					4.250	4.250
LB Hackney				0.500	0.500	1.000
Regeneration HWNC/HWFI				0.588	0.200	0.788
Regeneration Stratford				0.632		0.632
Twelve Trees Contingency				0.900		0.900
LLDC Corporate Contingency				0.272	2.480	2.752
LBTH S106				0.500	0.500	1.000
Total Income	0.393	0.000	1.700	13.329	12.117	27.539

11.4 Outputs/Milestone and Spend Profile

Table 3			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Spend	Delivery Date
1	Temporary ticket office installed	£10.000m	February 2017
2	Demolition of existing ticket office structures	£12.500m	March 2017
3	Rail possession	£16.000m	April 2017
4	Construction of the stair and lift cores	£21.500m	September 2017
5	Construction complete	£27.539m	February 2018
Total		£27.539m	

12. Project Team

12.1 Information regarding the project team is set out below:

- Project Director: Janet Townsend, LLDC
- Project Sponsor: Paul Woolford, LLDC
- Project Manager: Bakker Soolagh, LLDC
- Project Team Members: Network Rail, Volker Fitzpatrick, Landolt Brown and Mott Macdonald

12.2 The project will be constructed by Volker Fitzpatrick, Network Rail's regional

framework contractor. The project director is Janet Townsend from LLDC Development.

12.3 Responsibility for the detailed design of the scheme has been passed to Volker Fitzpatrick as Network Rail’s design and construct regional framework contractor. The design team appointed by LLDC has been novated to Volker Fitzpatrick comprising of Landolt Brown Architects and Mott Macdonald structural and civil engineers.

13. Project Reporting Arrangements

Table 4			
Group	Attendees	Reports/Log	Frequency
Project Board	London Borough of Hackney; London Borough of Tower Hamlets; Greater London Authority; Network Rail; Volker Fitzpatrick LLDC	Progress dashboard	Monthly

14. Quality Statement

14.1 The quality of the design went through LLDC’s Quality Review Panel (QRP) and planning process. The many planning conditions and the need to have the architect fully involved ensures that quality is maintained on the installation of concrete and other materials throughout the project.

15. Key Project Stakeholders

15.1 The principal stakeholders are shown in Table 5 below.

Table 5			
Key Stakeholders	Role	Communication Method	Frequency
London Borough of Tower Hamlets	Local council	Project Board	Monthly
London Borough of Hackney	Local council	Project Board	Monthly
Network Rail	Owner of the station	Project Board	Monthly
TfL	Network Rail has leased the station to TfL	Project Board	Monthly
LOROL	Operator of the Overground	Project Board	Monthly
Freight Operators	Operator of the line.	Meeting	As and when required

16. Stakeholder Communications

16.1 Network Rail owns Hackney Wick Station and has leased the station to TfL. TfL appointed LOROL as the operator of the London Overground. Therefore, all major stakeholders have been fully consulted with and involved in the project from the initial design process through to planning and delivery, to ensure the station operation is not effected. All principal stakeholders are also represented at the Legacy Transport Group which meets on a monthly basis at LLDC's offices. The Hackney Wick station project Board meets on a monthly basis to update stakeholders on progress.

17. Key Risks

17.1 The key risks to this project are provided in the Table 9 below:

Table 6

Risk No.	Risk	Triggers	Consequences	Existing Internal Controls – to be confirmed	Likelihood	Impact	Total
1	Contaminated Land	Site investigation works	Increased cost	Ensure site investigation report is comprehensive and sufficient contingency is set aside.	3	3	9
2	Weather Risk (Easter blockade)	Bad weather before/ during the Easter blockade	Project delayed until next rail possession	Monitor weather before the Easter blockade and look at mitigation if the forecast is bad. LLDC is taking out insurance to cover the risk of not being able to start the works over Easter 2017.	3	5	15
3	Installation of operational equipment	Details provided by TfL of the gateline	Delays in opening the station	Early involvement with provider of gateline.	5	2	10

18. Project Approvals

The PID has been reviewed and accepted by the chair of the IDSG and Service Head, <i>Name, Title</i> . The risks identified are understood and acknowledged.			
Role	Name	Signature	Date
IDSG Chair	Aman Dalvi		
Service Head, Resources	Chris Holme		

19. Project Closure

19.1 Please see the Project Closure Document Template. This is to be completed at the project closure stage and submitted to the s106 Programme Manager.

19.2 The relevant documents, as outlined in the Project Closure Report, must be made available on request.

Project Closure Document			
1.	Project Name:		
2.	Timescales I confirm that the project has been delivered within agreed time constraints. If "No" please confirm below that there is no impact on the projects funding i.e. clawback	Please Tick✓	
		Yes	No
3.	Outcomes/Outputs/Deliverables I confirm that the outcomes and outputs have been delivered in line with the conditions set out in the Planning Agreement including any subsequently agreed variations.	Yes	No
4.	Cost I confirm that the expenditure incurred in delivering the project was within the agreed budget and spent in accordance with PID	Yes	No
5.	Closure of Cost Centre I confirm that there is no further spend and that the project's cost centre has been closed.	Yes	No
6.	Risks & Issues I confirm that there are no unresolved/outstanding Risks and Issues	Yes	No
7.	Project Documentation I confirm that the project records have been securely and orderly archived such that any audit or retrieval can be undertaken. An electronic copy of these Records has been provided to the Infrastructure Planning Team within D&R.	Yes	No
These records can also be accessed within the client directorate using the following filepath:			

8.	Lessons learnt		

9.	Comments by the Project Sponsor including any further action required		

10.	The Project Sponsor and Project Manager are satisfied that the project has met its objectives and that it can be formally closed.		
	Sponsor(Name)		Date
	Project Manager(Name)		Date

Appendices

[Delete as appropriate]

Appendix A: Recorded Corporate Director's Action Form;
Appendix B: Risk Register;