



Llywodraeth Cymru
Welsh Government

Y Grŵp Llywodraeth Leol, Tai, Newid Hinsawdd a Materion Gwledig
Local Government, Housing, Climate Change & Rural Affairs

Technical Review Submission Procedures

Guidance for Registered Social Landlords and Local Authorities

June 2024

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Introduction

The purpose of this document is to provide guidance to Registered Social Landlords (RSLs) and Local Authorities (LAs) on the procedures for the Technical Scrutiny of schemes which are included in the Local Authority’s Programme Delivery Plan (PDP), which will receive capital grant for social housing from Welsh Government and which must comply with Welsh Development Quality Standards 2021: Creating Beautiful Homes and Places (WDQR 2021).

These procedures are issued separate to the procedures for the management of Social Housing Grant (SHG). Refer to the current version of Social Housing Grant (SHG) Guidance for Registered Social Landlords and Local Authorities for grant and funding procedures and guidance.

This updated guidance and the revised submission forms included within will be applicable for schemes submitted for Technical Scrutiny from 1 September 2024.

List of Amendments to Technical Review Submission Procedures, 1 October 2021

1. Concept stage submission requirements revised to include submission of the Application for Capital Funding Form and the Appendix 2 (Part 1) - Technical Review Submission Form has been revised to remove items covered in the Application for Capital Funding Form.
2. Streamlined Pre-Planning approval introduced. In circumstances where a high quality, technically compliant Concept stage submission is received, a Pre-Planning approval may be issued in response to the Concept submission, bypassing the need for a Pre-Planning submission.
3. Existing Dwellings (ED) and Off The Shelf (OTS) properties have been removed from these Procedures following the publication of Welsh Government Existing Dwelling (ED) and Off the Shelf (OTS) Property Guidance for Registered Social Landlords and Local Authorities in September 2023.
4. Because of 3 above, the Appendix 2 (Part 1) (Light) - Technical Review Submission Form has been removed from these Procedures.
5. Documents to be submitted at Concept and Pre-Planning stages have been revised and clarified. Appendix 4 guidance has been updated accordingly.
6. Because of 1 above, Scheme Data, Cost Data and the List of Abnormals data boxes have been removed from the Appendix 2 (Part 1) - Technical Review Submission Form. Appendix 3 guidance has been updated accordingly.
7. WDQR 2021 Compliance section of the Concept submission form and its guidance has been updated to include reference to additional areas of WDQR 2021.

Technical Scrutiny Stages

The process comprises three stages – **Concept, Pre-Planning and Post Completion Review.**

Concept

All schemes in the PDP are to be submitted for review to Welsh Government early in the design process, except schemes for Existing Dwellings and Off The Shelf properties. For these schemes refer to “Welsh Government Existing Dwelling (ED) and Off the Shelf (OTS) Property Guidance for Registered Social Landlords and Local Authorities” published by Welsh Government in September 2023.

The Concept stage will provide an opportunity to give some background/history of the scheme and in conjunction with the designers, outline the concept and design vision at Royal Institute of British Architects (RIBA) Plan of Work stage 2:Concept, before it has progressed to RIBA work stage 3:Spatial Co-ordination in readiness for full Planning Application or the approval of reserved matters to an Outline Planning Consent.

It will include an explanation of how the external spaces are designed, how the new homes relate to their surroundings and how the quality agenda is being addressed by providing a statement confirming how the proposals represent good design in response to the Strengths, Weaknesses, Opportunities and Threats (SWOT) of the site. The design team should pay reference to the Welsh Government publication *Site & Context Analysis Guide: Capturing the value of a site.*

<https://gov.wales/sites/default/files/publications/2018-09/site-context-analysis-guide.pdf>

You must complete the current version of the Application for Capital Funding Form and submit with your completed Appendix 2 (Part 1) - Technical Review Submission Form at both Concept and Pre-Planning stages. You should record any factors that may impact on cost e.g. poor ground conditions, planning requirements etc at each stage and explain within the comment sections of the Appendix 2 (Part 1) submission form. However, it remains the responsibility of the social landlord to ensure that all schemes represent Value for Money (VfM). It will also be a chance to discuss any potential Welsh Government design standards issues.

At Concept stage you are required to:

- Submit:
 - A completed Application for Capital Funding Form
 - A completed Appendix 2 (Part 1) - Technical Review Submission Form, refer to Appendix 2 (Part 1) and Appendix 3 (Explanatory Guidance). The submission form should be extracted (copy and paste) from these Procedures for completion by the social landlord and be submitted in Word format. Do not alter or omit any part of the submission form.
 - The required supporting documentation - see “Documents to be submitted at Concept Stage” and “Documents to be submitted at Pre-Planning Stage” within the submission form and Appendix 4.

- Open and start populating a Review File - see Appendix 5.
- Attend a Concept stage meeting if required to do so by Welsh Government.

Following the Concept stage review Welsh Government will complete the Appendix 2 (Part 2)(1) Technical Review Feedback Form, providing the following:

- Good practice feedback on the designs and layouts.
- Comfort that in principle the scheme, subject to further development, could meet Welsh Government design quality standards.
- Official confirmation that the scheme can proceed to Pre-Planning stage.
- Alternatively, in circumstances where a high quality, technically compliant Concept stage submission is received, a streamlined Pre-Planning approval may be issued, by-passing the need for a Pre-Planning submission.

Note: Social Landlords can apply for Acquisition approval from the Housing Funding Team before, during or after the Concept stage depending on the individual circumstances of the land/property sale.

It is vitally important to understand the value of making submissions at the right time in the design process, particularly that separate Concept stage submissions are made on all projects and that combined Concept/Pre-Planning submissions are not acceptable.

Concept submissions should be submitted as soon as possible and when:

1. The LA has confirmed support, for example, in the PDP main, reserve or potential lists (or the LA has provided confirmation that they would support in principle for PDP inclusion).
2. You have engaged and briefed your design team. It is important that your project design brief properly and fully informs designers of your vision and design quality requirements for the project (Welsh Government requires evidence of the written brief).
3. You have commissioned any primary studies that may be required by the Architect to determine any critical sketch scheme (RIBA work stage 2) viability (for example topography, services location, building surveys (if existing)).
4. The Architect has undertaken a site context analysis in accordance with our guidance and
 - a. Produced the required SWOT drawing.
 - b. Determined a vision for the development. (Brief statement in accordance with guidance).
 - c. Consulted with the local Designing Out Crime Officer in relation to Secured by Design Gold Standard award.
 - d. Advised you on further studies that may be required to determine feasibility (for example the engagement of a specialist heritage consultant should the need be identified through the SWOT analysis).
5. The following design drawings are available for review;
 - a. Site location plan with red line boundary.
 - b. Site plan showing location of homes to an accurate scale and indicating the general principles of meeting Welsh Government design quality standards.

- c. House types showing compliance with Welsh Government design quality standards.
 - d. Aesthetic proposals based on findings of site context analysis showing the translation of the brief into good quality design, which may be provided by sketches with materials palette or precedent study photography rather than scale drawings.
6. You have determined outline viability appropriate to work stage.
 7. You are satisfied with the quality approach of your team, that your brief may be met and that you and your team are in a position to agree the principles of the design with Welsh Government.

The primary purpose of the Concept stage is to engage with Welsh Government sufficiently early to explain the vision for the project and to enable Welsh Government to influence the design approach before it has progressed to detail design for the planning application. You are strongly advised not to allow the detail design to progress to a stage where Welsh Government intervention might cause abortive work.

Technical scrutiny submissions (Concept, Pre-Planning and Post Completion) should be sent electronically in Word format (**not** PDF) to:

SHGSchemeDelivery@gov.wales

Pre-Planning

All schemes in the PDP are to be submitted for review to Welsh Government at or before the planning authority's Pre-Application Consultation (PAC) stage, prior to submission to the LA for planning permission (unless a streamlined Pre-Planning approval has been issued by Welsh Government, in which case a Pre-Planning submission is not required).

At Pre-Planning stage you are required to:

- Provide an updated Application for Capital Funding Form;
- Provide an updated Appendix 2 (Part 1) - Technical Review Submission Form, see Appendix 2 (Part 1) and Appendix 3 (Explanatory Guidance);
- Submit the required supporting documentation - see Appendix 4;
- Continue to update and populate the Review File - see Appendix 5; and
- Attend a Pre-Planning stage meeting if required to do so by Welsh Government.

This will provide an opportunity to explain how the scheme has changed/developed from the Concept stage and how the vision has been translated into a completed design. If applicable any planning issues/constraints following a pre-application consultation with the LA planning authority can be highlighted.

Following the Pre-Planning stage review Welsh Government will complete the Appendix 2 (Part 2)(2) Technical Review Feedback Form, providing the following:

- Confirmation that the scheme meets Welsh Government design quality standards.
- Confirmation that the scheme can progress to Construction stage. This will remove the risk of potentially expensive amendments/delays/abortive work from changes required to the design if the review was carried out post planning.

Notes:

- Following Pre-Planning approval RSLs and LAs can submit a Construction stage Application for Capital Funding Form for scheme approval from the Housing Funding team.
- Schemes which are programmed for Construction stage submission to Welsh Government during Q4 of any year should be submitted for Pre-Planning stage technical review by the end of Q2 of the same year at the very latest. Earlier submission for Pre-Planning review is recommended, to take account of the timeline for achieving planning permission following Pre-Planning review and prior to Construction stage submission.
- If after Welsh Government has given Pre-Planning approval to progress to Construction stage there are significant changes to the design, eg the number of homes to be developed is changed affecting the way grant is calculated, report significant changes to Welsh Government Quality Standards for advice via the SHG mailbox referenced above.
- Where Package Deals are submitted the normal Technical Scrutiny process will apply. RSLs and LAs will be required to submit at Concept stage and Pre-Planning stage and the relevant consultants attend meetings as appropriate. Consultants appointed by Package Deal Developers will be expected to provide supporting information and attend meetings with Welsh Government as necessary.
- For Existing Dwellings, Empty Properties, Mortgage Rescue and Buy Back schemes please refer to “Welsh Government Existing Dwelling (ED) and Off the Shelf (OTS) Property Guidance for Registered Social Landlords and Local Authorities” published by Welsh Government in September 2023.
- For OTS properties please refer to Pre-Planning “Welsh Government Existing Dwelling (ED) and Off The Shelf (OTS) Property Guidance for Registered Social Landlords and Local Authorities” published by Welsh Government in September 2023.
- Where a change of use or change in house type designation is proposed to an existing dwelling or property, eg a change to supported housing or wheelchair housing, or where an existing building is to be converted to provide housing, these Procedures apply, and a Concept stage submission is required. Concept stage approval is required before acquisition of the existing dwelling or property.

For ease of reference the table below describes the Technical Scrutiny process and highlights the applicable stages for the different scheme types and procurement routes.

Scheme/Procurement Type	Concept	Pre-Planning	Post Completion Review
<ul style="list-style-type: none"> New build/Rehab Design & Build Conventional Tender Package Deal (and any form of Negotiation relating to the above)	✓	✓	✓
<ul style="list-style-type: none"> Existing Dwelling/Empty Property Mortgage Rescue/Buy Backs 	n/a		✓*
<ul style="list-style-type: none"> Off the Shelf 	n/a		✓*

* Refer to “*Welsh Government Existing Dwelling (ED) and Off the Shelf (OTS) Property Guidance for Registered Social Landlords and Local Authorities*” published by Welsh Government in September 2023.

Post Completion Review

All schemes in receipt of SHG funding may be subject to a Post Completion Review.

All RSLs and LAs must maintain a scheme Review File for all schemes which receive SHG funding, in readiness for the Post Completion Review by Welsh Government. The Review File is to comprise three sections;

1. Design and Compliance
2. Cost Update
3. Grant Supporting Documentation

Refer to Appendix 5 for details and guidance.

The RSL or LA is advised to commence development of the Review File from the outset of the scheme and to update the Review File as information becomes available throughout the design and construction stages. This will ensure that all information required by Welsh Government is available and easily accessed at Post Completion Review. Welsh Government requirements for the content of the Review File are described in Appendix 5, but the RSL or LA should feel free to include any other information deemed relevant or of interest for record against the scheme.

Welsh Government will hold the Post Completion Review at least one year after completion of the scheme. This will allow time for any defects which may have appeared during the defects rectification period to be attended to and for soft landscaping to have settled and become established. It will also allow time for the residents of the new homes to have experienced life in their new home and to have formed opinions on the design of their home and their external environment.

For all schemes, other than Existing Dwelling (ED) and Off the Shelf (OTS) properties, the RSL or LA must inform Welsh Government when a scheme has reached Practical Completion by completing and submitting the Appendix 2 (Part 1) - Technical Review Submission Form (with the Post Completion Submission section updated with relevant information) to:

- SHGSSchemeDelivery@gov.wales

The submission to Welsh Government should be made within twelve weeks of Practical Completion being certified and should include a copy of the as-built site layout and home layout general arrangement drawings as saved within the Review File.

A Post Completion Review visit can then be planned for and arranged at the office of the RSL or LA. Welsh Government will provide the RSL or LA with a minimum of eight weeks' written notice of the date for the Post Completion Review visit.

The review visit may be carried out by Welsh Government officials from the Housing Funding team, the Housing Quality Standards team, or both as deemed appropriate by Welsh Government. The Post Completion Review may focus on scrutiny of the whole or parts of the Review File.

A Welsh Government official from the Housing Quality Standards team will also visit the scheme with the RSL or LA to view the placemaking qualities of the completed scheme and to check for compliance with the Welsh Government Pre-Planning stage design approval. The RSL or LA will be required to arrange this visit, which may include access into an agreed number of house/flat types and details will be included in the written notification to be issued to the RSL or LA by Welsh Government.

Whilst the RSL or LA is not required to submit a completed Post Completion Submission form to notify Welsh Government of completion for ED and OTS properties, these may still be subject to Post Completion Review. For ED and OTS schemes the Housing Funding team will identify when a Post Completion Review is required and the RSL or LA will be notified in accordance with the above Procedures.

Appendix 2 (Part 1) — Technical Review Submission Form

For completion by the RSL or LA. Applicable to all new schemes receiving capital grant for social housing from Welsh Government, except for Existing Dwelling (ED) and Off the Shelf (OTS) schemes. For ED and OTS schemes refer to “Welsh Government Existing Dwelling (ED) and Off the Shelf (OTS) Property Guidance for Registered Social Landlords and Local Authorities”.

Follow the Explanatory Guidance (Appendix 3) and refer to Appendix 4 (for supporting documentation) before completing the submission.

Confirmation	We have read the above procedural guidance	
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Scheme Details

Applicable Stage	Concept	
	Pre-Planning	
	At Pre-Planning stage please confirm that Concept stage feedback has been addressed	
	Post Completion	
Applicant Name	<i>RSL or LA name</i>	
Scheme Name		
PDP Reference Number		
Scheme Address	<i>Street</i>	
	<i>County</i>	
Postcode		
PDP Status	SHG Main	
	SHG Reserve	
	SHG Potential	
	Other	
DOCO Reference	<i>Enter details of Secured by Design Gold reference number or application date</i>	
Procurement Route	<i>Package deal, collaborative package deal, design & build, collaborative design & build, conventional procurement (delete as applicable)</i>	
Anticipated Scheme handover date		

Documents to be submitted at Concept Stage

Documents Provided	Scale (Minimum)	File name (enter drawing name, drawing number and revision suffix)
Application for Capital Funding Form in draft		
Project Design Brief		
Site location plan	1:1250	
Topography	1:500	
Existing site plan	1:500	
Existing building plans	1:100	
Existing building elevations	1:100	
SWOT drawing	1:500	
Proposed site plan	1:500	
Proposed Landscape plan	1:500	
Proposed Site sections	1:500	
Proposed Home layout plans	1:50	
Proposed Elevations	1:100	
Proposed Building sections	1:100	
Street Scene	1:200	
Visual (eg 3D)		
Photography		
Context analysis		
Structure and building survey reports (existing buildings only)		
Other <i>RSL or LA specify as necessary</i>		

Documents to be submitted at Pre-Planning Stage

Documents Provided	Scale (Minimum)	File name (enter drawing name, drawing number and revision suffix)
Application for Capital Funding Form in draft		
Proposed Site Plan	1:500	
Proposed site sections	1:500	
Proposed Landscape plan	1:500	
Proposed Home layout plans	1:50	
Proposed Elevations and illustrations developed since Concept stage	1:100	
Proposed Building Sections	1:100	
Other <i>RSL or LA Specify as necessary</i>		

Contact Details for Consultants (complete for each stage)

Concept

Name	Organisation	Telephone	email
Design Consultant			
Cost Consultant			
Other Consultants	<i>Insert name and service to be provided</i>		
Other Consultants	<i>Insert name and service to be provided</i>		
Other Consultants	<i>Insert name and service to be provided</i>		

Pre-Planning

Name	Organisation	Telephone	email
Design Consultant			
Cost Consultant			
Other Consultants	<i>Insert name and service to be provided</i>		
Other Consultants	<i>Insert name and service to be provided</i>		
Other Consultants	<i>Insert name and service to be provided</i>		

Concept Submission

Project Introduction:

Outline background

Evidence how the design team were briefed

Design concept and context analysis:

Illustrate how good architecture has been achieved through a correct approach to design using Welsh Government and Design Commission for Wales publication "Site & Context Analysis Guide: Capturing the value of a site".

Highlight any WG quality standards non-compliance.

Site Appraisal:

Explain how external spaces are designed

Briefly summarise how the six elements of the Placemaking Charter have been accommodated in the design.

WDQR 2021 Compliance:

Briefly explain what measures have been taken to consider the whole life cost analysis for the design, to meet the requirements of section 1.a) of Welsh Development Quality Requirements 2021: Creating Beautiful Homes and Places (WDQR2021).

Briefly describe any proposed MMC by reference to the MMC framework definitions as required by WDQR2021 1.b). If no MMC is proposed provide explanation.

Briefly explain measures adopted in moving to a decarbonised and circular built environment to meet requirements of WDQR2021 1.c).

Briefly explain strategy for achieving the energy and decarbonisation requirements of WDQR2021 1.d), in particular achieving EPC A using the minimum fabric standard and with no fossil fuels. If an alternative approach has been chosen to demonstrate that the energy demand for each dwelling is reduced, briefly explain proposals as WDQR2021 1.d).

Briefly explain how bicycle storage has been incorporated in the scheme design in accordance with the requirements of WDQR2021 2.c).

With regard to sustainable travel, RSL's and their designers are encouraged to look for opportunities to connect with or improve connection with established (and/or planned) active travel networks to enable and encourage walking and cycling. Information on approved existing and planned active travel approved routes can be found here;

<https://www.gov.wales/active-travel-your-local-authoritys-progress>

Confirm all houses have a shower (in addition to a bath) and are provided with adequate space on the ground floor for the future installation of a barrier free shower in accordance with the requirements of WDQR2021 2.e).

Confirm all flats and bungalows have a shower in addition to a bath and do bungalows, ground floor flats and flats served by a lift have a bathroom designed so it is capable of adaptation for use by a person in a wheelchair in accordance with the requirements of WDQR2021 2.f).

Confirm all homes have been designed to maintain the dignity of occupants and visitors in accordance with the requirements of WDQR2021 2.h).

Confirm space been identified to set up a home office to allow home working in accordance with the requirements of WDQR2021 2.i).

Briefly explain measures to achieve Gigabit ready Broadband connectivity as WDQR 2021 2.m).

Confirm that scheme has been designed to comply with Secured by Design Gold standard in accordance with the requirements of WDQR2021 3.a) and that the DOCO has been consulted. The DOCO reference number should be entered in Scheme Details.

Confirm that kitchens and bathrooms have been designed to be functional and help reduce the risk of accidents in accordance with the requirements of WDQR2021 3.c) and confirm that kitchen layouts and provisions meet your requirements.

Confirm that the homes have been designed to meet the space requirements of WDQR2021 Appendix A and Appendix B and that the requirements of these standards are clearly illustrated on the submitted home layout plans.

Comment on Procurement:

Refer to Appendix 3 for guidance.

Comment on Cost:

Refer to Appendix 3 for guidance.

This form as been completed at Concept stage by:

Name	
Contact email	
Date	

Pre-Planning Submission (Complete after WG Concept feedback)

RSL / LA Name Scheme Name and PDP reference number	<i>RSL / LA Name Scheme Name and Address PDP Reference number</i>
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Developments and Changes since Concept Stage:

Planning Issues and Constraints:

Update on WDQR 2021 Compliance:

Update on Procurement:

Update on Cost:

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This form as been completed at Pre-Planning stage by:

Name	
Contact email	
Date	

Post Completion Submission (Complete after Practical Completion)

RSL / LA Name Scheme Name and PDP reference number	<i>RSL / LA Name Scheme Name and Address PDP Reference number</i>
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Refer to the Explanatory Guidance in Appendix 5 before completing the submission.

Date of Practical Completion:

Confirm the date of Practical Completion as certified by the RSL or LA's Project Manager or Contract Administrator.

Where the scheme has been completed in phases, also confirm dates of completion of sections or partial possessions as appropriate.

Review File:

Confirm that the Review File has been produced and is complete, pending the issue of the Final Certificate, in readiness for Welsh Government Post Completion Review.

As-built Drawings to be included with Post Completion Submission:

Please submit only the following drawings as included within the Review File. Refer to Appendix 5 for details.

Documents Provided	Scale (Minimum)	File name (enter drawing name, drawing number and revision suffix)
Site plan	1:500	
Landscape plan	1:500	
SuDS site plan	1:500	
Home layout plans	1:50	

Contact Details for Construction Stage Consultants:

If all details remain as Pre-Planning Stage leave schedule blank.

Name	Organisation	Telephone	email
Design Consultant			
Cost Consultant			
Other Consultants	<i>Insert name and service provided</i>		
Other Consultants	<i>Insert name and service provided</i>		
Other Consultants	<i>Insert name and service provided</i>		
Other Consultants	<i>Insert name and service provided</i>		

Post Completion Scheme Data:

Please provide the following data if different to Pre-Planning Stage. If all data remains as Pre-Planning Stage leave schedule blank.

Persons	Bedrooms	Type	Need	Tenure	Work Type	No of Homes	GIA	Total GIA
<i>Only use acronyms as shown in guidance Appendix 3 Gross Internal (floor) Areas (GIA's) must match architect's design data Please check arithmetic before submission</i>								
Total							Total	

Cost Data (complete for each stage £)

Please check arithmetic before submission

	Construction (Contract Sum) £	Post Completion (Final Account) £
Works Cost		
Works Cost/m²		
Abnormals Costs		
Works Cost less abnormals		
Cost/m² less abnormals		

List of Abnormals (costed)

Please check arithmetic before submission

Construction (Contract Sum)		Post Completion (Final Account)	
Item	£	Item	£

This form as been completed at Post Completion stage by:

Name	
Contact email	
Date	

Appendix 3 — Explanatory Guidance

The following guidance will help you fill out the Appendix 2 (Part 1) - Technical Review Submission form and provide a list of information required at each stage. The submission form should be extracted (copy and paste) from these Procedures for completion by the social landlord and be submitted in Word format. Do not alter or omit any part of the submission form.

Submit sufficient information to illustrate good architecture.

Do not submit unnecessary design iterations, or large reports such as ecology reports, Site Investigation report, cost reports, duplications, unreferenced photography, superfluous information or information that is not referenced within the submission. Relevant information should be extracted from reports and entered into the submission form.

The submission of the architect or lead designer's draft Design and Access Statement at Concept stage is acceptable, however, a more succinct RIBA Work Stage 2 – Concept Design report produced by the scheme architect or lead designer is preferred.

Do not embed PDF files within submission forms.

Part 1

Scheme details

Application Boxes	Information Required
Application Stage	Choose as applicable Concept, Pre-Planning or Post Completion. For Pre-Planning submissions confirm that Concept stage feedback is incorporated. Tick applicable box(es). Post Completion details are to be submitted after Practical Completion.
Applicant name	Enter RSL or LA
Scheme name	Insert name as it appears on the PDP
PDP reference number	Insert number as it appears on the PDP
Scheme address	Insert the full street address and County
Postcode	Enter nearest applicable postcode
PDP Status	Select the scheme's status within the current PDP: Main programme, reserve scheme, potential scheme or with LA support if not on PDP
DOCO Reference	Enter details of Secured by Design Gold application date or reference number

Tender Type	Select competitively tendered or negotiated (includes package deal)
Procurement route	Select the applicable procurement route. A definition of each procurement route is provided below:
	<p><u>Package deal</u> Where the site/property and the works are provided as a “package” by the developing contractor who also is given the total responsibility for the scheme design and specification.</p>
	<p><u>Collaborative Package Deal</u> Where a site/property is offered as a package deal but the RSL/LA partner has control over the design and engages consultants to provide a scheme design up to and including Stage 3 of the RIBA plan of work. The detailed design and specification will be the responsibility of the developer but must have the approval of the RSL/LA housing provider</p>
	<p><u>Design & Build</u> Where the total responsibility for the scheme design and specification is given to the tendering contractor and the site/property is acquired separately. The detailed design and specification must have the approval of the RSL/LA housing provider</p>
	<p><u>Collaborative Design & Build</u> Where a site/property is acquired and consultants are engaged to provide a scheme design up to and including Stage 3 of the RIBA plan of work, the detailed design and specification being the responsibility of the tendering contractor. The detailed design and specification will be the responsibility of the contractor but must have the approval of the RSL/LA housing provider.</p>
	<p><u>Conventional Procurement</u> Where a site/property is acquired and responsibility for the design and specification is primarily that of consultants engaged by the RSL/LA housing provider.</p>

Documents to be submitted

Documents to be submitted	Complete the schedule. See Appendix 4 for guidance on documents to accompany submission.
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Contact details — consultants

(Complete/update for each stage)

Consultant	Contact Details
Design Consultant	Add name and contact details (when appointed) (This should identify the Practice Name and the responsible person)
Cost Consultant	Add name and contact details (when known) (This should identify the Practice Name and the responsible person)
Other Consultant (s)	Add name(s), service to be provided and contact details (when known) (This should identify the Practice Name (s) and the responsible person)

Concept stage submission

RSL/LA Project Introduction, Design Concept and Site Appraisal

Application Boxes	Information Required
Project Introduction	<p>Your opportunity to outline the background / history of the scheme including timelines, details of the client group, appointment of consultants and any special circumstances.</p> <p>Evidence the scheme specific project design brief as provided to the design consultants at scheme inception. Welsh Government considers the production of a written brief at the outset of the project to be of vital importance to set out requirements for the scheme and to provide a reference point against which the proposed designs can be measured.</p>
Design concept and context analysis	<p>In conjunction with your designers give a description of the concept and design vision for the scheme and how the quality agenda is being addressed. The design team should pay particular reference to the Welsh Government and Design Commission for Wales publication "<i>Site & Context Analysis Guide: Capturing the value of a site</i>".</p> <p>https://gov.wales/sites/default/files/publications/2018-09/site-context-analysis-guide.pdf</p>

	<p>Clearly explain the vision/concept and how the quality agenda had been addressed. Clearly explain how good design has emanated from the context analysis and provide illustrations to demonstrate the design. Provide information on the materials to be used with annotated elevations and materials palette.</p> <p>Explain how any engagement with the community and any tenant feedback from earlier schemes has influenced the design.</p> <p>If there any potential Welsh Government quality standards compliance issues provide details.</p> <p>Information may be inserted into the submission form or be provided within a supporting design statement report.</p>
Site appraisal	<p>Explain how the external spaces are designed (by reference to the above Welsh Government guidance) and how they relate to the homes and the surrounding environment. Put the site in context, and show how the buildings are orientated, potential for passive solar gain, SUDS etc.</p> <p>Make reference to place making as a design objective. Submissions should clearly demonstrate how the design meets the six place making principles of the Design Commission for Wales’ “Placemaking Charter”.</p> <p>Explain how compliance with Lifetime Homes Standards for external access and movement is being achieved. Refer to Lifetime Homes Standards Criterion 1 – Parking (note 1.a for on-plot car parking specifies that at least one parking space should be level, with no gradient exceeding 1:60 and no crossfall exceeding 1:40), Criterion 2 – Approach to the dwelling from parking (note the approach route should preferably be level, with no gradient exceeding 1:60 and no crossfall exceeding 1:40) and Criterion 3 – Approach to all entrances. The architect or lead designers “As Proposed” site plans submitted at Concept stage must include sufficient spot levels and/or gradients to display compliance.</p> <p>Through dialogue with its designers, the social landlord should be satisfied that compliance with Lifetime Homes Standards for external access and movement is achieved and is clearly illustrated in the design proposals before submitting at Concept stage. Where the social landlord and its designers are unable to</p>

	<p>comply with Lifetime Homes Standards to any areas of the scheme proposals, this should be explained in the Concept stage submission. The inclusion of this information at Concept stage is essential in enabling Welsh Government to consider the issue of a streamlined Pre-Planning approval. Scheme submissions which do not include this information will always require a Pre-Planning stage submission.</p> <p>Lifetime Homes Standards can be found here;</p> <p>https://cae.org.uk/our-services/housing-services/lifetime-homes/</p> <p>Information may be inserted into the submission form or within a supporting design statement report.</p>
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RSL/LA comments on WDQR 2021 Compliance

Application Boxes	Information Required
Whole life cost analysis	Your opportunity to briefly explain what measures have been taken to consider the whole life cost analysis for the design, to meet the requirements of section 1.a) of Welsh Development Quality Requirements 2021: Creating Beautiful Homes and Places (WDQR 2021).
Modern Methods of Construction (MMC)	MMC is a preferred delivery solution. Briefly describe any proposed MMC by reference to the MMC framework definitions as required by WDQR 2021 1.b). If no MMC is proposed provide explanation.
A decarbonised and circular built environment	Briefly explain measures adopted in moving to a decarbonised and circular built environment to meet requirements of WDQR 2021 1.c).
Energy and decarbonisation	Briefly explain strategy for achieving the energy and decarbonisation requirements of WDQR2021 1.d), in particular achieving EPC A with no fossil fuels. If an alternative approach has been chosen to demonstrate that the energy demand for each dwelling is reduced, briefly explain proposals as WDQR 2021 1.d).
Bicycle storage	<p>Briefly explain how bicycle storage has been incorporated in the scheme design in accordance with the requirements of WDQR2021 2.c).</p> <p>With regard to sustainable travel, RSL's and their designers are encouraged to look for opportunities to</p>

	<p>connect with or improve connection with established (and/or planned) active travel networks to enable and encourage walking and cycling. Information on approved existing and planned active travel approved routes can be found here;</p> <p>https://gov.wales/active-travel-your-local-authoritys-progress</p>
Shower in addition to a bath in houses	Confirm all houses have a shower (in addition to a bath) and are provided with adequate space on the ground floor for the future installation of a barrier free shower in accordance with the requirements of WDQR2021 2.e).
Shower in addition to a bath in flats and bungalows	Confirm all flats and bungalows have a shower in addition to a bath and do bungalows, ground floor flats and flats served by a lift have a bathroom designed so it is capable of adaptation for use by a person in a wheelchair in accordance with the requirements of WDQR2021 2.f).
Dignity of occupants and visitors	Confirm all homes have been designed to maintain the dignity of occupants and visitors in accordance with the requirements of WDQR2021 2.h).
Home working	Confirm space been identified to set up a home office to allow home working in accordance with the requirements of WDQR2021 2.i).
Broadband	Briefly explain proposals for Gigabit ready Broadband connectivity to meet requirements of WDQR 2021 2.m).
Secured by Design	Confirm that scheme has been designed to comply with Secured by Design Gold standard in accordance with the requirements of WDQR2021 3.a) and that the DOCO has been consulted. The DOCO reference number should be entered in Scheme Details.
Safety in kitchens and bathrooms	Confirm that kitchens and bathrooms have been designed to be functional and help reduce the risk of accidents in accordance with the requirements of WDQR2021 3.c) and confirm that kitchen layouts and provisions meet your requirements.
Space standards	Confirm that the homes have been designed to meet the space requirements of WDQR2021 Appendix A and Appendix B and that the requirements of these standards are clearly illustrated on the submitted home layout plans.

RSL/LA comments on procurement

Application Boxes	Information Required
	Add any information related to the procurement route and keep a record of any comments on the Review File.

RSL/LA comments on cost

Application Boxes	Information Required
	Record any factors that may impact on the cost, for example poor ground conditions or planning requirements, and keep a record of any comments on the Review File. Provide estimate of works cost and Works Cost Index (WCI) percentage at date of submission within the draft Application for Capital Funding Form included with the submission.

This form as been completed at Concept stage by:

Name	Insert name of responsible officer.
Contact email	Insert email address for responsible officer.
Date	Insert date submitted.

Pre-Planning stage submission

For the Pre-Planning stage submission please insert Pre-Planning stage information into the Concept Stage Feedback form returned by Welsh Government. This will ensure that all Concept and Pre-Planning stage submission and feedback information is recorded in a single document.

RSL/LA update on Developments and Changes since Concept Stage

Application Boxes	Information Required
Developments or changes since Concept Stage	Outline how the scheme has developed since the Concept stage, how your vision has been translated into a completed design and any changes you have made. Provide answers to questions raised in Welsh Government Concept stage feedback in relation to design concept and site appraisal.
Planning issues and constraints	If applicable outline any planning issues, constraints on design or planning conditions following the pre application meeting with the Local Authority.

RSL/LA update on WDQR 2021 Compliance

Application Boxes	Information Required
Compliance update	Update any information related to the Sustainability, Modern Methods of Construction, Low Carbon Design, Energy Performance Rating, Broadband, etc and keep a record of any comments on the Review File. Provide answers to questions raised in Welsh Government Concept stage feedback in relation to WDQR 2021 Compliance.

RSL/LA update on procurement

Application Boxes	Information Required
Procurement	Update any information related to the procurement route and keep a record of any comments on the Review File.

RSL/LA update on cost

Application Boxes	Information Required
Cost	<p>Update any factors that may impact on the cost, for example poor ground conditions or planning requirements, and keep a record of any comments on the Review File.</p> <p>Provide update of estimated works costs and WCI within the updated draft Application for Capital Funding Form included with the submission.</p>

This form as been completed at Pre-Planning stage by:

Name	Insert name of responsible officer.
Contact email	Insert email address for responsible officer.
Date	Insert date submitted.

Post Completion stage submission

For the Post Completion stage submission please insert Post Completion stage information into the Concept and Pre-Planning Stage Feedback form returned by Welsh Government. This will ensure that all Concept, Pre-Planning and Post Completion stage submission and feedback information is recorded in a single document.

Application Boxes	Information Required
Date of Practical Completion	Confirm the date of Practical Completion as certified by the RSL or LA's Project Manager or Contract Administrator. Where the scheme has been completed in phases, also confirm dates of completion of sections or partial possessions as appropriate.
Review File	Confirm that the Review File has been produced and is complete, pending the issue of the Final Certificate, in readiness for Welsh Government Post Completion Review.
As-built drawings to be submitted	Submit the drawings listed and as included within the Review File. Refer to Appendix 5 for further details.
Contact details for Construction stage consultants	Provide data if different to Pre-Planning Stage. Add name(s) and contact details of Construction stage consultants (this should identify the Practice name(s) and the responsible person). Where all data remains as Pre-Planning Stage leave schedule blank.
Scheme data	Provide data if different to Pre-Planning Stage. Where all data remains as Pre-Planning Stage leave schedule blank.
Cost data	Confirm Construction (Contract Sum) and Post Completion (Final Account) amounts.
List of abnormalities	Confirm Construction (Contract Sum) and Post Completion (Final Account)

This form as been completed at Post Completion stage by:

Name	Insert name of responsible officer.
Contact email	Insert email address for responsible officer.
Date	Insert date submitted.

PART 2 — Welsh Government Feedback on Design

Concept

Application Boxes	Welsh Government Feedback
Welsh Government feedback on design and concept	Welsh Government will provide good practice advice and comment on quality issues.
Welsh Government feedback on proposals for sustainability, MMC, low carbon design and EPC rating	Welsh Government will provide comment on RSL/LA proposals for Sustainability, Modern Methods of Construction, Low Carbon Design and Energy Performance Rating.
Welsh Government feedback on Welsh Government Quality Standards compliance.	Welsh Government will comment on Welsh Government Quality Standards compliance issues if relevant.
Welsh Government feedback on Procurement	Welsh Government will provide comment/advice on anything previously referred to within the submission.
Welsh Government feedback on cost.	Welsh Government will provide comment/advice on anything you referred to within the submission.

Pre-Planning

Application Boxes	Welsh Government Feedback
Welsh Government feedback on design	Welsh Government will provide good practice advice and comment on quality.
Welsh Government feedback on proposals for sustainability, MMC, low carbon design and EPC rating	Welsh Government will provide comment on RSL/LA proposals for Sustainability, Modern Methods of Construction, Low Carbon Design and Energy Performance Rating.
Welsh Government comment on Welsh Government Quality Standards compliance	Welsh Government will comment on compliance as necessary.
Welsh Government comment on Procurement update	Welsh Government will comment on developments since Concept stage
Welsh Government comment on cost update	Welsh Government will comment on cost as necessary.

Post Completion

Application Boxes	Welsh Government Feedback
Welsh Government feedback from the Review File inspection	Welsh Government will provide comment on compliance with Welsh Government Quality Standards and funding requirements if relevant.
Welsh Government feedback from the Site Visit	Welsh Government will provide comments from the site visit, including tenant feedback from the residents of the homes visited if relevant.
Welsh Government advice on Considerations Going Forward	Welsh Government will provide advice on any points arising from the Post Completion Review which may benefit or inform future scheme designs if relevant.

Appendix 4 — Documents to Accompany Submissions

All documents accompanying the submission to be submitted to Welsh Government electronically in PDF format. Photography and visuals may be submitted in JPG format. Drawings submitted should confirm the nominated scale at the intended drawing size and include a scale bar and north point.

Please do not submit large documents and reports which are not requested in the following details, eg Site Investigation reports, Flood Consequence Assessments, Heritage Statements and Employer’s Requirements. Relevant information should be extracted from such reports and entered into or summarised in the submission form.

Concept

In circumstances where a high quality, technically compliant Concept stage submission is received, a streamlined Pre-Planning approval may be issued in response to the Concept submission, by-passing the need for a Pre-Planning submission. The omission of any of the following documents at Concept stage may prevent the issue of a streamline Pre-Planning approval.

Document	Notes
Application for Capital Funding form in draft	Submit a copy of the form in draft, completing as much information as possible at Concept stage.
Project design brief	Submit a copy of the written design brief to evidence how the design team was briefed at inception
Site location plan	Show site in relation to surroundings (buildings, roads etc), clearly showing boundary in red line outline
Existing Site/topography	
Existing building plans and elevations	For schemes involving retention of existing buildings
SWOT analysis drawing	Illustrate strengths, weaknesses, opportunities, and threats for the site (constraints and opportunities) *Refer to examples of items to consider within SWOT below
Proposed Site Plan	Show homes in relation to gardens, parking, open space, steps/ramps, bin storage, etc. Indicate surface finishes, fencing, etc.

	<p>Show sufficient external proposed ground levels and/or gradients to demonstrate compliance with Lifetime Homes Standards for external access and movement, ie proposed levels to car parking and external spaces around the buildings in addition to finished floor levels to homes, which illustrate compliance with Lifetime Homes Standards Criterion 1 – Parking, Criterion 2 – Approach to the dwelling from parking and Criterion 3 – Approach to all entrances (also refer to Appendix 3 – Explanatory Guidance). Proposed levels and/or gradients should preferably be illustrated on the architect or lead designer's drawings. If engineer's drawings are submitted, they should be cleared of all other engineering data which is irrelevant to proposed levels.</p> <p>Clearly indicate house types.</p>
Proposed Landscape plan	Indicate hard and soft landscaping proposals.
Proposed site sections	If necessary to help illustrate Lifetime Homes Standards compliance.
Proposed Home layout plans	Demonstrate compliance with Appendix A and Appendix B and Lifetime Homes Standards. Drawings must confirm the GIA and illustrate space and facilities for everyday living (indicate furniture suitable for the proposed occupancy), general storage areas, space for M&E equipment (which does not reduce general storage), dedicated airing cupboard, home working space, bedroom areas and dimensions as Appendix A, Lifetime Homes Criterion 7 compliance in relation to circulation space, bathrooms, shower rooms and WCs arrangements comply with Lifetime Homes Criterion 10 and Criterion 14 and that the design maintains the dignity of occupants and visitors.
Proposed Elevations	Indicate finishes palette. Where the design of elevations is still in development at Concept stage the inclusion of precedent images is helpful.
Proposed Building Sections	If necessary.
Street Scene	Where the design of elevations is still in development at Concept stage the inclusion of precedent images is helpful.

Visuals/3D illustrations	3D CGI or sketch illustration will help explain the architecture and place making characteristics of the proposals and put the proposals into context. Precedent images may also be included to help illustrate the architectural vision for the scheme.
Site photography, context and materials analysis	Photographs of the site, immediate surroundings and wider surroundings to illustrate existing context and built environment.
Structure and building survey reports (existing buildings only)	Demonstrate building is suitable and economic.
Other	Additional documents to support proposals where necessary

***Items to consider within SWOT**

- a. Accessibility and inclusivity
- b. Amenities
- c. Conservation
- d. Context
- e. Environment and noise
- f. Flood risk and drainage (SUDS)
- g. Flora and Fauna
- h. Ground conditions
- i. Highways
- j. Land Registry Title, ownership, rights of way and other legals
- k. Orientation and views
- l. Risk assessments and CDM
- m. Secured by Design
- n. Services (underground and overhead)
- o. Sustainability
- p. Topography

Pre-Planning

Document	Notes
Application for Capital Funding form in draft	Submit an updated copy of the form in draft, completing as much information as possible at Pre-Planning stage.
Proposed Site Plan	Only required if proposals have been developed or revised since Concept stage submission.
Proposed site sections	If necessary to show compliance

Proposed Landscape plan	Only required if proposals have been developed or revised since Concept stage submission. Indicate landscaping proposals (planting schedule and hard landscaping)
Proposed Home layout plans	Only required if proposals have been developed or revised since Concept stage submission.
Proposed Elevations and illustrations developed since Concept stage	Only required if proposals have been developed or revised since Concept stage submission.
Proposed Building Sections	Only required if proposals have been developed or revised since Concept stage submission.
Other	Additional documents to support proposals where necessary

Post Completion

Refer to Appendix 5 for details.

Appendix 5 — Review File Information

All RSLs and LAs must maintain a scheme Review File for all schemes.

Welsh Government requirements for the content of the Review File are:

1 Design and Compliance

- 1.01 Design changes arising after Welsh Government Pre-planning stage approval.
- 1.02 Details of Modern Methods of Construction (MMC) used in the project.
- 1.03 Details of any renewable energy systems and energy storage used in the project.
- 1.04 Details of heating and hot water systems used in the project, including details of fuels used.
- 1.05 Practical Completion Certificate and Final Certificate
- 1.06 Building Regulations Completion Certificate
- 1.07 Energy Performance Certificates
- 1.08 Secured By Design Gold Award Certificate
- 1.09 Gigabit ready broadband connectivity
- 1.10 As-built general arrangement drawings
- 1.11 Details of any changes during construction and impact on design
- 1.12 Evidence of CDM Health and Safety File provided at completion.
- 1.13 Specific items requested at Pre-planning Stage Technical Review for inclusion in the Review File
- 1.14 Evidence of tenant and design team feedback which would be of value to future schemes.

2 Cost Update

- 2.01 Choice of Procurement route
- 2.02 Tender report
- 2.03 Report on negotiation
- 2.04 Package deal rationale and Welsh Government approval
- 2.05 Cost analysis pro formas (Welsh Government supplied)
- 2.06 Construction costs
- 2.07 List of abnormal/additional cost
- 2.08 Extra over costs of SuDS
- 2.09 Explanation for any design stage cost movement – between estimate to agreed contract sum.
- 2.10 Explanation for any cost movement during construction

3 Grant Supporting Documentation

- 3.01 Original valuation report and updates where applicable
- 3.02 Original solicitors' certificate of title
- 3.03 Planning Permission
- 3.04 SuDS Approving Body (SAB) Approval
- 3.05 Building Contract details
- 3.06 Photographic Evidence of Site Signage Acknowledging Welsh Government Involvement with the Scheme
- 3.07 Rent Amounts
- 3.08 Project bank accounts
- 3.09 Social Value and Community Benefits

The following explanatory guidance is provided to assist RSLs and LAs in the development of the Review File throughout the procurement of the scheme.

1 Design and Compliance

Information Required	Guidance
<p>1.01 Record any design changes arising from the Planning application after Welsh Government Pre-Planning stage approval and not previously reported to Welsh Government. Include drawings and supporting documents where required.</p>	<p>Where design changes have arisen, please include in the Review File a Schedule of design changes together with reasons for the changes. Include drawings where considered relevant. Also see “Explanation for any design stage cost movement” within the Value for Money section, where costs for design changes are to be identified. Note – significant design changes arising from the Planning application would have been reported to Welsh Government – refer to third bullet point on page 7 of these Procedures.</p>
<p>1.02 Details of Modern Methods of Construction (MMC) used in the project</p>	<p>Within the Review File confirm MMC category (C1, C2, C3, etc) as declared at Pre-Planning stage or explain any changes. Provide evidence of the systems used (eg drawings, photography, certification).</p>
<p>1.03 Details of any renewable energy systems and energy storage used in the project</p>	<p>Within the Review File confirm renewable energy and storage systems as declared at Pre-Planning stage or explain any changes. Provide evidence of systems used (eg drawings, photography, certification).</p>
<p>1.04 Details of heating and hot water systems used in the project, including details of fuels used.</p>	<p>Within the Review File confirm low carbon heating systems and technologies as declared at Pre-Planning stage or explain changes. Provide evidence of systems used (eg drawings, photography, certification).</p>
<p>1.05 Practical Completion Certificate and Final Certificate</p>	<p>A copy of Practical Completion certificate and a copy of Final Certificate should be saved to the Review File. If the Final Certificate is not available at the time of the Post Completion Review, please provide explanation within the Review File.</p>
<p>1.06 Building Regulations Completion Certificate</p>	<p>Include a full copy in the Review File.</p>

<p>1.07 Energy Performance Certificates</p>	<p>A copy of the certificate for each dwelling should be saved to the Review File. Also provide evidence of minimum fabric standards as declared at Pre-Planning stage being used to achieve EPC rating. If an alternative approach has been chosen to demonstrate that the energy demand for each dwelling is reduced, a copy of the independent certification for the alternative approach should be saved to the Review File. Additionally include evidence of the EPC rating which would be achieved by following your chosen approach.</p>											
<p>1.08 Secured by Design Gold Award Certificate</p>	<p>Include a full copy in the Review File.</p>											
<p>1.09 Gigabit ready broadband connectivity</p>	<p>Within the Review File include details of the gigabit ready broadband installation provided to all homes.</p>											
<p>1.10 As-built general arrangement drawings</p>	<p>The following drawings are required for Welsh Government Post Completion Review. Whilst the RSL or LA may save additional drawings to the Review File if required, it is recommended that drawings be limited to the following list. All other as-built drawings should be included in the Building Manual and/or the Health & Safety File as supplied by the Principal Contractor and/or the Principal Designer at completion of the scheme.</p> <p>A schedule of drawings listing drawings which have been provided within the Review File should identify the drawing number, drawing title and revision suffix for each drawing.</p> <table border="1" data-bbox="820 1554 1444 2033"> <thead> <tr> <th data-bbox="820 1554 1294 1630">Drawing</th> <th data-bbox="1294 1554 1444 1630">Scale (Min)</th> </tr> </thead> <tbody> <tr> <td data-bbox="820 1630 1294 1778">Site Layout – to include levels and landscaping (more than one drawing may be included if necessary)</td> <td data-bbox="1294 1630 1444 1778">1:500</td> </tr> <tr> <td data-bbox="820 1778 1294 1854">SuDS general arrangement site plan</td> <td data-bbox="1294 1778 1444 1854">1:500</td> </tr> <tr> <td data-bbox="820 1854 1294 1930">Home layout plans for each house type</td> <td data-bbox="1294 1854 1444 1930">1:50</td> </tr> <tr> <td data-bbox="820 1930 1294 2033">Schedule of drawings which have been included in the Review File</td> <td data-bbox="1294 1930 1444 2033">N/A</td> </tr> </tbody> </table>		Drawing	Scale (Min)	Site Layout – to include levels and landscaping (more than one drawing may be included if necessary)	1:500	SuDS general arrangement site plan	1:500	Home layout plans for each house type	1:50	Schedule of drawings which have been included in the Review File	N/A
Drawing	Scale (Min)											
Site Layout – to include levels and landscaping (more than one drawing may be included if necessary)	1:500											
SuDS general arrangement site plan	1:500											
Home layout plans for each house type	1:50											
Schedule of drawings which have been included in the Review File	N/A											

1.11 Details of any changes during construction and impact on design	Where design changes have arisen, please include in the Review File a Schedule of design changes or client variations and reasons for the changes. Include drawings where considered relevant. Also see “Explanation for any cost movement during construction” within the Value for Money section, where costs for design changes are to be identified.
1.12 Evidence of CDM Health and Safety File provided at completion.	Within the review File provide confirmation that the Client, as CDM duty holder, has possession of an approved H&S File.
1.13 Specific items requested at Pre-Planning Stage Technical Review for inclusion in the Review File	Include details in the Review File as appropriate.
1.14 Evidence of tenant and design team feedback which would be of value to future schemes	Include details in the Review File as appropriate.

2 Cost Update

Information Required	Guidance
2.01 Choice of Procurement route	Within the Review File identify the procurement route confirmed to Welsh Government at Pre-Planning stage. If necessary, explain any change to the procurement route advised at Pre-Planning stage.
2.02 Tender report	Include a copy of the full tender report within the Review File (if works costs were negotiated refer to 2.03 and enter n/a).
2.03 Report on negotiation	Include a copy of the full report on negotiation within the Review File. (if works costs were tendered refer to 2.02 and enter n/a).
2.04 Package deal rationale and Welsh Government approval	Include details in the Review File as appropriate, together with a copy of any relevant correspondence.
2.05 Cost analysis pro formas (Welsh Government supplied)	Include a completed copy of the Contract Sum Analysis form as supplied by Welsh Government within the Review File.

2.06 Construction costs	Within the Review File confirm construction costs at each of the following stages: Concept stage Pre-Planning stage Construction stage Final construction costs
2.07 List of abnormal/additional cost	Within the Review File confirm construction costs at each of the following stages: Concept stage Pre-Planning stage Construction stage Final construction costs
2.08 Extra over costs of SuDS	Within the Review File confirm construction costs at each of the following stages: Concept stage Pre-Planning stage Construction stage Final construction costs
2.09 Explanation for any design stage cost movement – between estimate to agreed contract sum	Include details in the Review File as appropriate.
2.10 Explanation for any cost movement during construction	Include details in the Review File as appropriate.

3 Grant Supporting Documentation

Information Required	Guidance
3.01 Original valuation report and updates where applicable	Include a full copy in the Review File.
3.02 Original solicitors certificate of title	Include a full copy in the Review File.
3.03 Planning Permission	Include a full copy in the Review File.
3.04 SuDS Approving Body (SAB) Approval	Include a full copy in the Review File.

<p>3.05 Building Contract details</p>	<p>Include a copy of the Agreement, Recitals, Articles, Contract Particulars and Execution (signature) pages from the form of building contract in the Review File.</p>
<p>3.06 Photographic Evidence of Site Signage Acknowledging Welsh Government Involvement with the Scheme</p>	<p>The Welsh Government logo must have equal prominence to any other partner logo. Link to guidance: https://gov.wales/welsh-government-logo-guidance</p>
<p>3.07 Rent Amounts</p>	<p>Include details of rent amounts and Board approval for the scheme in the Review File.</p>
<p>3.08 Project bank accounts</p>	<p>Include details on PBA operation and prompt payment through the construction supply chain (for all contracts in excess of £2m)</p>
<p>3.09 Social Value and Community Benefits</p>	<p>Include confirmation that information has been submitted to capture community benefits as a result of the project</p>