REQUEST TO PROCEED WITH CAPITAL PROJECT

Project or Scheme Title	Mintlyn Crematorium - Memorial Gardens - Drainage for paths	**Financial Year:**	25/26
Assistant Director	Martin Chisholm		
Project Manager	Chris Black		
Description of Scheme	Install drainage in primary pathways in gardens of remembrance to ensure memorials can be accessed as they currently flood when there is heavy or prolonged rain.		
Please confirm you have consulted with your Executive Director and Cabinet Portfolio Holder and have their support to commence this scheme	Martin Chisholm & Cllr Anota		

Confirm the cost of the scheme is still within the original estimated budget allocated to the scheme. Is this supported by a quote or tender?	**£15,000 to £20,000 Subject to quotes/tender**
If the costs are above the original estimated budget, please provide an explanation why the costs have increased and how it is proposed that this additional cost is met.	Updated scheme created by Trundley Design - quoted by Trundley Construction at £45,000. A formal RFQ will follow.

Please update the following tables for any changes to the budget profile and cost:

Total Capital Cost of Scheme (please **do not** include ongoing maintenance costs)	**Year 1 Qtr1 £**	**Year 1 Qtr2 £**	**Year 1 Qtr3 £**	**Year 1 Qtr4 £**	**Year 2 Total £**	**Year 3 Total £**	**Year 4 Total £**	**Year 5 Total £**
Phased as follows:								
Description of capital costs:								

Annual Revenue Cost of Scheme	**Year 1 Qtr1 £**	**Year 1 Qtr2 £**	**Year 1 Qtr3 £**	**Year 1 Qtr4 £**	**Year 2 Total £**	**Year 3 Total £**	**Year 4 Total £**	**Year 5 Total £**
Phased as follows:								
Description of revenue costs:								

Notes for Project Managers

1. This form will be used to request approval (via the budget monitoring report process) from Cabinet to commence the scheme subject to the cost being within the Capital Programme Framework. If this falls outside that Framework, then it will need approval from Full Council.

2. If your acheme is approved to progress, the it will be added to tier 1 (major projects) or tier 2 (operational projects) of the capital programme (as determined by Cabinet).

3. Please note that you may be required to complete a post-completion project evaluation form.

Reviewed by: (Assistant Director)

Date: