***Ref. No:***

***Information should be completed in full wherever available. Please note lack of complete information will lead to delay in progression of the work.***

***Please email completed form to: pacs-coordinator@buckinghamshire.gov.uk***

|  |  |
| --- | --- |
| **SCHEME TITLE** |  |
| **DESCRIPTION** |  |
| **DATE FOR DELIVERY** |  |
| **DATE REQUESTED** |  |
| **REQUESTED BY** |  |
| **ORGANISATION** |  |
| **CONTACT NUMBER** |  |
| **EMAIL ADDRESS**  |  |
| **FUNDED BY** |  |
| **BUDGET (£)** |  |
| **INVOICING *(When would you like to be invoiced)*** | **Monthly or****End of Scheme** |

1. **Scheme Overview/Objectives:**

*(Brief summary of what is required)*

1. **Background:**

*(Description of the problem which is to be solved, information on any previous works undertaken)*

**3. Scope of work:**

*(e.g. Design only/Design and Construct)*

1. **Key Partners/Stakeholders:**

*(Details of any parties involved to date, or with whom liaison will be required, please also advise in this section if the Parish Council and/or Local Members have been informed and if so, are they in favour of the proposed)*

1. **Constraints / Restrictions**

*(Any known site constraints)*

1. **Timescales**

*(Assumption is that works requests will be required to be completed by end of current financial year. Anything other than this will need to be identified)*

1. **Local Members**

*(Has the Local Member been contacted and made aware of this proposal, if so please advise of the Local Member and supporting evidence)*

1. **Any other significant issues to note**

*(Any other pertinent information)*