



PROJECT APPRAISAL CHECKLIST

PURCHASE OF NOISE RECORDING EQUIPMENT

Budget Requirement	2011/12	2012/13	2013/14	Total
Feasibility Study	N/A	N/A	N/A	N/A
Consultants	N/A	N/A	N/A	N/A
Contractors	N/A	N/A	N/A	N/A
Equipment	£12200	£0	£0	£12200
Internal Fees - Property	N/A	N/A	N/A	N/A
Internal Fees - Other	N/A	N/A	N/A	N/A
Land	N/A	N/A	N/A	N/A
Vehicles	N/A	N/A	N/A	N/A
Other costs (<i>please provide details</i>)	N/A	N/A	N/A	N/A
Total capital expenditure	£12200	£0	£0	£12200

MANDATORY CHECK LIST BEFORE SUBMISSION TO CORPORATE MANAGEMENT TEAM (CMT) AND CABINET

Has a project brief been completed for this project?	Yes	No
Is the project incorporated in the Medium Term Capital and Revenue Plan?	Yes	No
Have other options been considered to deliver the required outcome? Do nothing as detailed in Cabinet Report	Yes	No
Are there any conditions on external funding?	Yes	No
Have you sufficient non-financial resources like staff and time to deliver the scheme?	Yes	No
Have insurance services been consulted?	Yes	No
Have the VAT implications been discussed with the Accountancy section?	Yes	No
Please confirm that you are following contract standing orders.	Yes	No
Have you attached any available contract report	Yes	No
Does the project fall within the definition of 'regeneration' or 'affordable housing'?	Yes	No
What is the basis for the scheme's costings Quote. Attached as Appendix 2 to Cabinet Report.		
Other details to be taken into consideration.		
Completed by: Name: Paul Neagle – Environmental Protection Team Leader Contact number: 01304 872291		
Scheme Bid supported in principle by: Project sponsor name: Roger Walton		