

**Projects included in TDP**

**Territory Delivery Plan**  
Territory Delivery Plan outlines a programme of service needs and projects derived from local hub Delivery plans.

**STAGE 1**  
Focus is on strategic background to investment business case

**New Project Request**

**New Project Request**  
Written request by Relevant Participant for hubco to produce a Stage 1 Submission supported by information appropriate to amount of prior development.

**Procured outside terms of TPA**

hubco confirms it will not submit a Stage 1 Submission

**hubco Reviews New Project Request**

**hubco Review**  
hubco seeks clarification as necessary to enable meaningful response, then confirms in writing within 20 Business Days of receipt of a New Project Request whether or not it will submit a Stage 1 Submission to the Relevant Participant(s).

**Pricing Report showing predicted max cost**

**hubco Submits Stage 1 Submission**

**Stage 1 Submission**  
A Stage 1 Submission is produced within 3 months (or longer period agreed between hubco and the Relevant Participant). It includes option appraisal, outline design solution to RIBA Stage C (or such lesser work stage as the Relevant Participant may require), providing a Project Development Fee and costs and programme for completing Stage 2.

**Procured outside terms of TPA**

Rejection for specific reasons outlined in TPA

**Stage 1 Approval Process**

**Stage 1 Pricing Report**  
As part of its Stage 1 Submission, hubco produces a pricing report analysing its predicted maximum cost of the New Project. hubco and the Relevant Participant(s) agree which elements or components (as may be adjusted) of the Pricing Data projects can be used as Comparators. These act as price caps but hubco must (including where there are no Comparators) still price on an open book basis and compare against these and other benchmarking information. The Relevant Participants can also require competitive tendering and/or market testing. Drafts of the report are to be provided and updated to reflect outcome of further work prior to inclusion in Stage 1 Submission.

**Stage 1 Approval**  
Relevant Participant(s) have 2 months from the date of receipt in which to notify hubco of approval or rejection of Stage 1 Submission. If following the date of the New Project Request, hubco has failed the Track Record Test then the Relevant Participants are entitled to reject the Stage 1 Submission. hubco meets its own development costs except where the TPA provides otherwise.

**Stage 1 Project Development Fee payable at this stage for Stage 1 Approved Projects**

**STAGE 2**  
Focus is on detail of the scheme

**Pricing Report showing predicted cost**

**hubco Submits Stage 2 Submission**

**Stage 2 Submission**  
Stage 1 Approved Project developed by hubco to RIBA Stage E within the maximum time period for submission indicated in the Stage 1 Submission. The Stage 2 Submission includes the design, plans and drawings, a draft Project Agreement, financial model, commitment letters and a programme from Stage 2 Approval to Financial Close.

**Procured outside terms of TPA**

1st Rejection

**Stage 2 Approval Process**

**Stage 2 Pricing Report**  
Stage 1 Pricing Report process is repeated (but on the basis of more developed information) to produce an analysis of hubco's predicted cost of the New Project.

**Stage 2 Approval**  
Relevant Participant(s) approve or reject on specific grounds within 60 Business Days. Approval is determined by achievement of Approval Criteria although the Relevant Participant(s) can reject on other specified grounds. A submission failing one or more Approval Criteria may be resubmitted within 30 days of rejection.

2nd rejection for specific reasons outlined in TPA or failure to resubmit

**Conclude Project Agreement**

**Conclude Project Agreement**  
Following Stage 2 approval hubco and the Relevant Participant(s) work together to conclude the project contract. Stage 2 Project Management Fee for an approved D&B will be paid on signing of the project agreement and for an approved DBFM will be paid in the service charge.