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| **APPENDIX A: NDAP NOTIFICATION & SUBMISSION PRO-FORMA** |
| **PROJECT NAME** |  |
| **NHSScotland Board/ Client** |  |
| **Other client partners**(such as Local Authority) |  |
| **Business Case Stage (**\*IAs will be desktop, thereafter as advised in previous NDAP response) | IA / OBC / FBC |
| **Type of assessment anticipated\*** |  desktop / panel  |
| **Client Contact** (person who can respond to queries during review period) | name: phone: e-mail:  |
| **Additional Contact**(such as the lead designer or design manager -if applicable) | name: phone: e-mail:  |
| **Project general details:** (broad estimates) | GIFA construction value: procurement route:  |
| **Project Website** (if available) |  |
| **Key dates** |  |
| * Target date for business case to be submitted to own Board
 |  |
| * Target date for business case to be submitted to CIG
 |  |
| * Date notification pro-forma submitted to NDAP
 |  |
| * Target date Information submitted to NDAP
 |  |
| * (if applicable) pre-agreed date for panel assessment
 |  |
| * Date NDAP response needed
 |  |
| **Any other relevant information**  |

for Notification: complete 6 top rows (as a minimum); for Submission: ALL rows;
e-mail completed form to NDAP: nss.hfsdesignassessment@nhs.net ;

plus: susan.grant7@nhs.net and health@ads.org.uk

Note: key information submitted to NDAP will, after the business case is made public, be used in the NHSScotland project resource: [www.healthierplaces.org](http://www.healthierplaces.org)