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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](mailto:nss.hfsdesignassessment@nhs.net) ;

plus: [susan.grant7@nhs.net](mailto:susan.grant7@nhs.net) and [health@ads.org.uk](mailto: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)