

Project Change Request Form

This document should be used to seek approval to change one or more of the agreed parameters of the project e.g. budget, deadlines.

It can also be used for changes that have already happened or that are already within planned work that will mean the project falls outside of the agreed tolerances (“slippage”). For example, if additional or reduced finances is required, a change request should be completed.

The Change Request will be considered in line with the agreed parameters and delegations and may need to be referred to the Combined Authority Board, depending on the level of change being requested. The change should not be implemented until Project Board/CPCA approval is obtained.

Please ensure a copy Project Change Request form is saved down in the project folder on SharePoint and that changes are recorded on the project highlight reports.

Details of change request	
Project Name	Date of change request
1000 Discovery Drive Cambridge Biomedical Campus – multi-let lab/office SME development	10 Dec 2020
Project Manager	Project Director
Andrew Blevins/Mathew Reeve	Andrew Blevins/Mathew Reeve
Background	
The developer has secured grant funding subject to securing RM planning consent for the development and an acceptable contractor price. Developer controls the land. Planning Committee was originally due in December 2020 as first milestone to start drawing the grant.	
Reason for change	
Committees date for consideration of the planning is now moved to January 20 th 2021 because new regulations requires this Cambridge City scheme to be considered by the new Joint Area Planning Committee. We need an extension to enable first drawdown of grant funding to be in January 2021 but the balance of grant will over-run by being claimed beyond 31 March 2021. We will have full clarity that our scheme will be approved after being considered at this scheduled planning meeting. Project expenditure on design and planning works has already been incurred and We will draw down the first claim for that tranche of expenditure during the week commencing 4 th January 2021, the balance of the core LGF funds will be claimed after planning enables main works to commence. The new regulations and congestion in the system because of Covid-19 has introduced previously unforeseen timing delays. The drawing of remaining grant will now likely run over 31 March 2021	
Other options considered	
The development cannot commence without Reserved Matters approval. We have however continued to expend design fees to enable a prompt start on site and are about to issue a Pre-	



Qualification Questionnaire to contractors to fast-track the selection process for our preferred contractor.

Costs of implementing the change

We do not believe there will be any costs in implementing this change. The change is to cover unforeseen delays in the planning approval process.

Risk of implementing the change

The project risks by the delay of the planning committee create a shift of milestone for drawing the majority of the grant funding for the main works to conclude spending before 31 March 2021. The delay will be a month pushing delivery of completed building and delivery of first outputs back a month. All other project risks other than timing remain unchanged.

Decisions/approval for change

Business Board decision

Name of Director:	John T Hill, Director Business & Skills
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Decision:	
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Date of Decision:	
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