
Liveable Neighbourhoods Bid Pro forma

(To be used from July 2017)

Answer all questions in the application form. If the question does not apply to your project enter 'Not applicable' or 'N/a'.

By submitting this application you are confirming the following:

- (a) The information supplied on this form is correct and complete at the time of the bid.
- (b) The borough accepts the requirements set out in the Guidance for the submission of Liveable Neighbourhoods applications (July 2017) projects or any subsequent editions/updates

Broadly the bid document (excluding appendices) should be a maximum of 20 pages.

The information provided in this pro forma should provide sufficient detail so as to give a complete overview of the project. It should contain enough qualitative and quantitative information to justify the need for investment, inform objective decision making by TfL and help boroughs and TfL to prioritise potential schemes.

The blue text in this pro forma provides guidance on what information is sought in each section. This text can be deleted when completing the form

General Information

Table 1

Organisation name(s):	If the bid is a joint proposal, please enter the names of all participating organisations and specify the lead authority
Project manager responsible for delivering the LN proposal and their contact details	The identity of the project manager that will lead of the delivery of the project should be given. If not yet known then provide details of the senior officer currently responsible for the project.
Person completing the submission and their contact details:	
Project Title:	The project name provided here should be consistent with the title used in the LIP Pro forma A.
What Financial Year is this application to be considered for?	Financial Year 20**/**
Is the Borough submitting any other Liveable Neighbourhoods applications?	If yes – give the name(s) of the other projects and their priority relative to this project.
Has this project been submitted before as a bid to TfL?	Yes/ No. If yes, summarise when it was submitted, the programme it was submitted to and the outcome

Executive Summary

Please describe the scheme and its key drivers. This should provide a brief snapshot of the project.

Strategic Case

This is about demonstrating the need for an intervention and setting out the rationale for change. The questions that should be answered in this section are. What is the case for change? Why now? What is the opportunity to be made? What is wrong with the current situation?

Context

(a) Alignment to draft Mayor's Transport Strategy Priorities and Outcomes

Explain the extent to which the proposal contributes to the delivery of the draft Mayor's Transport Strategy vision and outcomes, and to the Liveable Neighbourhoods objectives (See Chapter 2 of the guidance).

(b) Alignment to other Mayoral Strategies

Identify any other relevant Mayoral and TfL Strategies that this scheme supports and the extent to which this scheme aligns to them.

(c) Alignment to Borough Strategies and Policies

Summarise any relevant Borough Strategies or Policies that this project significantly contributes to.

Opportunity

Set out the opportunities the proposals make to deliver the Healthy Streets Approach. Identify how the scheme would contribute to providing alternatives to car use and discouraging unnecessary car trips in favour of increased walking and cycling levels and greater public transport.

Existing Situation

Describe the current situation ie where we are now. the problems, difficulties and inadequacies of the existing arrangements.in relation to delivering the Healthy Streets and Healthy people priorities This pinpoints the difference between “where we are now” and “where we want to be”.

Potential Scope

Describe the proposal. Set out what is in scope and any exclusions – things that are purposefully out of scope in the options (particularly where there may be over lapping initiatives). If more than one option exists describe each option separately). Options could range from a minimum scope (essential or core elements) to a maximum (essential, plus desirable elements). If there is a preferred option ensure it is identified.

Constraints and Dependencies

This section is about constraints and dependencies that could potentially Dependencies are about delivery interfaces and how they are managed. This section should be is a high level summary. What are the constraints within which the scheme must operate? What are the dependencies that must be in place for the scheme to be a success?

Commercial Case

Indicate the likely procurement approaches to be taken for the design stage and subsequent implementation stage of the scheme.

Financial Case

The question that this section must answer is: Is it affordable? This section shows how the project is proposed to be funded from TfL and third party budgets. Complete table 5 below. Identify the name of the funding source and if possible the profile of the funding and its status, eg confirmed, bid for etc. If there is a shortfall, then showing how this gap can be closed, is essential. Add rows to the table as appropriate.

Table 5

Funding Source (Outturn £k)	Spend to date	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL	STATUS
External XXX								
External XXX								
External XXX								
External XXX								
External XXX								
External XXX								
Sub total – External Funding								
TfL Liveable	-	-	-	-	-			

Neighbourhoods								
TfL XXX								
TfL XXX								
TfL XXX								
Sub total – TfL Funding								
Council XXX								
Council XXX								
Sub total – Council Funding								
Total Funding								
Surplus (Shortfall)								

Management Case

The question that this section must answer is: Is it achievable?

Complete table 6 below Identify the start and end date and duration for each of the milestones requested below

Table 6

Milestone	Start date	End date	Duration (months)	Comments where applicable
Feasibility Design				
Concept design				

Detailed Design				
Construction				
Project Completion				
Post Implementation Monitoring				

Measures of Success / Benefit Realisation

Complete Table 7 below. The main requirement in this section is to summarise the easy to measure benefit realisation measures data that will be used to gauge the success of the project. The draft Mayor's Transport Strategy describes the Mayor's aim for all Londoners to do the 20 minutes of active travel each day by 2041. Boroughs should consider in their applications of how this will be monitored and reported.

Table 7

Liveable Neighbourhood Objective	Measure of Success	Measure / Baseline / Expected Value

Engagement

Summarise here the likely local support for the project and how the borough will work with communities to develop support. Who are the stakeholders that they need to engage with and the needs, requirements and aspirations of the local community.

Summarise any engagement activity that has been undertaken as part of the development of the bid

- Statutory – Including any TfL Stakeholders
- External – Residents, Businesses, Community Groups or other organisations representing end users

Other Information

Table 8

<p>Any other initiatives TfL, GLA, or other that are likely to be active in the area of the project:</p>	<p>Identify any other initiatives that are likely to be active in the area of the scheme during its design and construction which may be complementary but not part of this project. Examples might include:</p> <ul style="list-style-type: none"> - Other LIP schemes - TfL cycling infrastructure investment including, Quiet ways or Cycle Grid projects - Growth Fund projects
<p>Is the scheme on or does it affect the Strategic Road Network (SRN) or the Transport for London Road Network (TLRN)?</p>	

Does the scheme impact TfL services, infrastructure or assets:	Advise if TfL services, (eg bus routes,) infrastructure (eg LUL station buildings) or assets (eg bus stops or traffic signals) are impacted by the scheme. Where relevant refer to the site audit undertaken
Identify any 3 rd party statutory approvals are required	An example of an approval requirement would be Environment Agency approval and example of a consent requirement is ‘ Listed Building consent,

Road Danger Reduction Statement

Scheme name:

Collision data: The latest 36 months data to (give date) shows that there have been a total of (give number) collisions within and on the boundary of the proposed Liveable Neighbourhood. These collisions involved the following:

Table 9

12 month period	All	KSI	Pedestrians	Pedal cycles	P2W	Right turn	Dark	Wet
Total*								

* Note: There will be double counting of collisions if for instance a pedestrian was involved in a collision with a pedal cyclist.

Road Danger reduction statement for bid

Summarise the road danger reduction proposals

Information to be referenced in the Statement

The collision analysis and plot (provide details of the types of collisions occurring and/or any patterns).

The number of collisions, where a person was killed or seriously injured have (Identifying the trend (increase / decrease / unchanged) over this three year period.

Reference the general types of treatment proposed, eg provision of pedestrian crossings, banned right turns, improvements to street lighting etc. Identify how the design proposes to address collision patterns / issues in order to reduce casualties in line with the draft Mayor's Transport Strategy.

Consideration should also be given to the objectives of the scheme, such as encouraging increased levels in walking and/or cycling and what mitigating measures may need to be introduced to ensure that the road danger will not increase for these modes.

Crime and Security Statement

Notes for completing this section

An awareness of current crime reduction philosophies, including Crime Prevention Through Environment Design (CPTED), is required for persons completing this statement. In order to ensure these principles are embedded in the design from the outset, please contact the Carl Horsman (Telephone: **020 3054 2912**, Email: Carl.Horsman@tfl.gov.uk).

1. The Statement should be produced after this conversation has occurred and submitted with the Liveable Neighbourhoods funding application
2. The area being considered should accord with the area identified in the Liveable Neighbourhood bid. A plan showing the boundary of the area described in the Statement can be provided.

Scheme name:

Crime and Security Statement

This should provide a brief statement setting out the current crime and disorder problems affecting the area. The statement should focus the following issues:

- (1) What is the police's overall view of crime in the study area? What types of crime occur and are there potential for 'designing out crime'?
- (2) Are there particular areas or issues that require attention (wherever possible based on the identification of hotspots using GIS data as detailed below?)

(3) How does the scheme fit into the borough's Crime & Disorder Reduction Plan?

Submission Checklist

Use the following checklist to confirm that the required documents have been provided as part of this bid			
#	Item	Included (Y/N)	Comment
1	Completed Liveable Neighbourhoods Pro forma		
2	Healthy Streets Check		
3	Plan showing location and boundaries of scheme		
4	Plans(s) highlighting the proposed interventions		
5	Site audit		
6	Road danger reduction statement and collision plot		
7	Crime reduction statement		
8	Statement of support from the Borough		
9	Summary of behaviour change initiatives		