**Quality Checklist**

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| Preparation | Strategic Brief |  |
|  | Project Brief |  |
|  | Change Control |  |
|  | Project Execution Plan |  |
|  | Employer’s requirements |  |
|  | Cost plan and financial appraisal |  |
|  | Estate and legal structure |  |
|  | Title report |  |
|  | Tax report |  |
|  | Regional infrastructure plan |  |
|  | Risk and Opportunity Register |  |
|  | Site constraints |  |
|  | Site history and previous uses |  |
|  | 3rd Party Requirements |  |
|  | Pre-application and EIA scoping |  |
|  | Valuations and market research |  |
|  | Geo environmental and geo technical reports |  |
|  | Community infrastructure report |  |
|  | Topography |  |
|  | Programme |  |
|  | Precedents |  |
|  | Stakeholder consultation |  |
|  | Schedule of services |  |
|  | Design responsibility matrix |  |
|  | Wind/microclimate studies |  |
| Project Strategies | Fire |  |
|  | Development Codes |  |
|  | Remediation and reclamation |  |
|  | Flood and hydrology |  |
|  | Grant funding |  |
|  | Exit strategy |  |
|  | Estate management |  |
|  | Energy and utilities |  |
|  | Landscape and habitat |  |
|  | Wellbeing strategy |  |
|  | Sales and marketing |  |
|  | TCPA planning |  |
|  | Crime prevention and security |  |
|  | Operation & maintenance |  |
|  | Sustainability |  |
|  | Procurement |  |
|  | Information exchange |  |
|  | Security |  |
|  | Refuse |  |
|  | Transport & parking |  |
|  | Access |  |
|  | Asset retention i.e. existing features to be retained |  |
|  | Smart technology |  |
|  | Practical Completion handover |  |
|  | Meanwhile and Interim Uses |  |
|  | Cultural / arts strategies |  |
|  | Wind/microclimate studies |  |
| Policy and regulations | National policy and regulations (e.g. NPPF, Building Regulations) |  |
|  | International (State Aid, Procurement) |  |
|  | Local policy and requirements (e.g. Local plan, conservation areas, covenants, rights to light, easements) |  |
|  | Sector specific standards (e.g. space standards, NHBC, BCO, Building Bulletins, HTMs, Sport England, etc) |  |