



Department
for Transport



New Station Fund 3 (NSF3)

Application Form

Application Details	
Proposed Station Name:	
Name of applicant:	
Date Submitted:	

Network Rail use only:			
Date Received		Reference	



Please complete the following:

Contact Information	
1.1 Applicant organisation name:	
1.2 Applicant contact name:	
1.3 E-mail:	
1.4 Telephone No.:	
1.5 Address:	
1.6 Network Rail Investment Director / Route Enhancement Manager / Director of Route Sponsorship / Sponsorship contact name	
1.7 Network Rail allocated Sponsor contact name:	
1.8 Train Operator(s) contact name(s): <i>Include written evidence of support for the project from the relevant Train Operators(s).</i>	
1.9 DfT Commercial Manager: <i>Please also provide evidence of written correspondence about the project to the relevant DfT Commercial Manager(s).</i>	



NOTE TO APPLICANTS: Evidencing Requirements

All bids and responses provided are required to be supported by sufficient, proportionate and robust evidence. The below table sets out the recommended minimum level of evidence required from applicants and which tabs must be completed as part of the bid submission in the accompanying Business Case Summary spreadsheet, depending on the level of funding requested from the New Stations Fund:

Bid size	Evidence required	Business Case Summary Tabs
Small bids: NSF Funding < £1m	Qualitative discussion of TAG impacts	Essential: (1) Financial Forecasts, (2) AST
Medium bids: NSF Funding £1m-5m	Monetising where possible	Essential: (1) Financial Forecasts, (2) AST Desirable: (3) TEE / PA / AMCB
Large bids: NSF Funding > £5m	WebTAG or Green Book assessment	Essential: (1) Financial Forecasts, (2) AST, (3) TEE / PA / AMCB

Project Overview

2.1 Proposed station name and location coordinates	Include plans, maps or illustrations of the New Station
2.2 Station facility overview	Proposed station facilities, number and length of platforms, and works involved
2.3 Rail infrastructure	Outline the new rail infrastructure required to facilitate the delivery of the station and proposed train services
2.4 Proposed Station Facility Owner (SFO)	
2.5 Timetable and stopping patterns	Outline the proposed service timetable and stopping patterns at the station
2.6	Provide evidence of the timetable modelling undertaken to support the application



<p>2.7 Passenger capacity</p>	<p>Demonstrate that there is available capacity for passengers to be accommodated on services which are proposed to call at the new station</p>
<p>2.8 Service subsidy</p>	<p>Demonstrate that no service subsidy is required OR; if subsidy is required, demonstrate how subsidy will be met for the first three years</p>
<p>2.9 Rolling stock requirements</p>	<p>Where new services are to be introduced, demonstrate that adequate rolling stock is available and can be secured for the new service</p>
<p>2.10 Impact on other passenger services</p>	<p>Outline and provide evidence of the impact of the proposed station on other services and how these impacts will be minimised</p>
<p>2.11 GRIP Stage</p>	<p>Current Network rail GRIP Stage status of the proposed station. Provide evidence of the development work completed. Provide evidence of progress made to take the project through further GRIP stages if applicable</p>
<p>Other relevant project information</p>	
Empty space for other relevant project information	



Strategic Case

The Strategic Case should set out a clear rationale for the scheme, supporting the need for investment. You should consider the objectives of the new or re-opening station are and why a new or re-opening station is considered the best way of meeting local transport objectives and addressing transport issues in the area.

Set out the strategic case for the project, citing policies and strategies of the promoting organisation and third parties. The case should be clearly made as to why a new or-re-opened station is the best way to achieve the policy objectives stated.

3.1	Current transport issues and challenges	Outline and explain the transport issues and challenges faced in the area
3.2	Target population	Explain the size and characteristics of the target population and detail what is known about their needs, current behaviours and attitudes
3.3	SMART objectives	Identify SMART (Specific, Measurable, Attainable, Relevant, Time-bound) objectives for the project
3.4	Strategic and operational benefits	Demonstrate the high-level strategic and operational benefits of providing a new station
3.5	Economic growth	Demonstrate how the new station would link to economic growth aspirations and help to stimulate economic activity
3.6	Route Strategy alignment	Demonstrate how the scheme aligns with overall strategies for the route (including Route Utilisation Strategies and/ or Route Studies) and other committed rail improvement programmes
3.7	Wider transport and government objectives	Demonstrate how the scheme contributes to wider transport and government objectives



<p>3.8 Local and regional objectives</p>	<p>Demonstrate how the scheme contributes to local and regional objectives and fits with current local and regional projects</p>
<p>3.9 Third party objectives</p>	<p>Demonstrate how the scheme contributes to the objectives of any third party organisations</p>
<p>3.10 Measuring success</p>	<p>Outline and explain what will constitute success for the project and how it will be measured</p>
<p>3.11 Constraints and dependencies</p>	<p>Demonstrate how the project has been developed around constraints and dependencies, with consideration any other programmes and projects which are underway</p> <p>Set out the key constraints that may hinder the development, delivery and ongoing operation of the project</p>
<p>3.12 Other potential solutions identified</p>	<p>Outline and explain any other potential solutions which have been considered and the justification/ process of how construction of the new station became the best solution. This should include reference to other mode-based options</p>
<p>3.13 'Do-Nothing' scenario</p>	<p>Outline and explain the implications of not constructing the station, and the issues with this 'Do-Nothing' scenario</p>
<p>3.14 Previous funding attempts</p>	<p>Outline and explain any previous attempts to secure funding for this project and provide details of the reasoning why those attempts proved to be unsuccessful</p>
<p>3.15 Sustainable transport</p>	<p>Demonstrate how the scheme will encourage the use of sustainable transport modes (cycles, buses, electric vehicles etc.) by passengers when travelling to the station</p>
<p>3.16 Passenger disruption</p>	<p>Demonstrate how disruption to existing services on the line will be minimised, including what plans would be put in place to reduce possession time</p>



Other useful information to support the Strategic Case

Empty box for providing other useful information to support the Strategic Case.

Economic and Financial Cases

The Economic Case is used to identify the key economic impacts of the scheme, and its overall value for money. This includes consideration of the passenger demand forecasts and the assumptions made in the modelling. The Financial Case is used to present evidence of the scheme’s affordability including revenue impacts, outturn and maintenance costs.

The Business Case Summary spreadsheet should be completed to capture financial, economic and wider impact data. Your responses to the below questions should be supported by the data provided in the spreadsheet. Based upon the amount of NSF funding requested, table on Page 3 outlines the tabs in the spreadsheet that you must complete as a recommended minimum.

4.1 Benefit Cost Ratio (BCR)	Enter the calculated BCR for the New Station
Costs (enter costs in 2019/20 prices)	
4.2 Total Project Capital Cost	<p>Enter the total project capital cost to the nearest £1000, and outline how the funding will be spent.</p> <p>NSF3 Project estimates should contain all efficiently incurred NSF3 Project costs at each stage for the development and implementation through to the start of full station operation, including but not limited to:</p> <ul style="list-style-type: none"> • Delivery Agent’s project management costs; • any land/property purchase or transfer costs including compensation costs where applicable; • costs for securing any necessary access, consents, planning permissions and/or approvals; • supplier, Contractor and agency costs incurred in relation to the NSF3 Project; • financing charges to support NSF3 Project costs including associated interest charges until full NSF3 Project completion of all Development Deliverables and Implementation Deliverables and associated requirements; • costs for the development of any necessary commercial or regulatory arrangements; • costs for securing any required activities or services provided by Network Rail (such as sponsorship support and asset protection services), by the prospective TOC, SFO or other third parties to support the delivery arrangements; and • any other proper, efficient costs of delivering the Development



	Deliverables and Implementation Deliverables.
4.3 Total Funds requested from NSF3	Enter the details and the total to the nearest £1000 (permitted to be up to 75% of total capital costs)
4.4 Total funds to be provided through identified third party sources	Enter the total third party funding to the nearest £1000. Outline the sources of the funds and provide evidence that funding has been committed
4.5 Annual operations, maintenance and repair costs	Enter the details and the total to the nearest £1000. Costs should sustain the asset for the agreed asset life The NSF3 cannot be used to finance the operation or maintenance costs of the station
4.6 Annual Operational Costs for Train Services	Enter the details and the total to the nearest £1000 The NSF3 cannot be used to finance the net operating cost of the train service – the applicant must demonstrate that the proposed train service covers its net operating cost from newly generated revenue OR; the promoter must agree and provide confirmation as part of this application to fund the net funding shortfall for the first three years, after which the service must cover its net operating cost from newly generated revenue
4.7 Assumptions	Outline and explain all assumptions made when developing the project / operating / service costs



4.8 Contingency funding	Outline and explain the contingency funding required and costs identified through the risk assessment process
4.9 Other key dependencies	Outline and explain any other dependencies which could impact on the cost plan (for example, other works required to upgrade the line)
4.10 Station costs	Demonstrate how soon after the opening of the station will it become self-financing (including the costs from services)
Passenger Demand Forecasts	
4.11 Annual Demand for new station	Outline and evidence the annual passenger demand for the new station over the first 20 years of operation as a minimum
4.12 Annual Demand - 'new to rail'	Enter the % of annual passenger demand that is 'new to rail'
4.13 Annual Demand - 'abstracted from other services'	Enter the % of annual passenger demand that is 'abstracted from other services'
4.14 Peak Demand Forecast	Passenger demand forecasts should allow for a 'ramp-up' of demand after opening and identify and explain the date from when full demand will be achieved



<p>4.15 Wider benefits</p>	<p>Demonstrate any benefits for other stations/services within the local area, as a result of the new station opening</p>
<p>4.16 Passenger trip type</p>	<p>Demonstrate the type of trips that are expected to be made from the new station. Detail about likely ticket choices and destinations for travel may be presented</p>
<p>4.17 Data sources and assumptions</p>	<p>Outline and explain the data sources used and assumptions made in the calculation of passenger demand forecasts</p>
<p>Revenue Forecasts</p>	
<p>4.18 Annual Passenger Revenue for new station</p>	<p>Outline and evidence the annual passenger revenue to the nearest £1000 over the first 20 years of operation as a minimum</p>
<p>4.19 Annual Passenger Revenue - 'new to rail'</p>	<p>Enter the % of annual passenger revenue that is 'new to rail'</p>
<p>4.20 Annual Passenger Revenue - 'abstracted from other services'</p>	<p>Enter the % of annual passenger revenue that is 'abstracted from other services'</p>
<p>4.21 Car parking revenue</p>	<p>Outline and explain the revenue forecasts for money generated from car parking at the new station</p>



<p>4.22 Other revenue sources</p>	<p>Outline and explain the revenue forecasts for money generated from other facilities at the new station</p>
<p>4.23 Reducing the costs of operating the railway</p>	<p>Outline and explain any project / innovative approaches reducing the costs of operating the railway and quantified benefits</p>
<p>4.24 Other impacts</p>	<p>Provide overview of any other impact appraisal for the new station e.g. environmental impacts, time saving benefits, VOC benefits, reduction in road veh/km, socio-demographic etc.</p> <p>Additional data should be captured in the Business Case Summary spreadsheet where required</p>
<p>Other useful information to support the Economic and Financial Cases</p>	
Empty space for additional information	



Commercial Case

The Commercial Case should set out the procurement strategy of the new station, clearly aligning this to the GRIP process.

Risks should be identified and plans put in place to ensure their appropriate management. Contract management should outline key handover and lease dates to ensure the successful handover of the project to the Station Facility Owner (SFO).

Procurement and Contracts	
5.1 Procurement Strategy	Outline and explain a robust contracting and procurement strategy, explaining how this meets the objective of achieving value for money. This should be aligned with the GRIP process
5.2 Delivery Contract	Outline and explain the type of delivery contract defined. The reasons for choosing the approach should be clearly stated
Risk Management	
5.3 Project Risks	Outline and explain the development, construction and operational risks associated with delivering this project. A risk register should be in place with key risks quantified
5.4 Risk Management and Reporting	Explain the plan for the management and reporting of risk, including how the financial risks will be managed throughout the delivery phase.
5.5 Risk Transfer	Outline and explain any risk transfer processes which will be in place supported by incentives (positive or negative) that promote the intended outcomes



<p>5.6 Marginal Risk</p>	<p>Outline and explain who is taking any marginal risk, including on planning consent, demand, revenue availability and integration risk</p>
<p>Station Ownership</p>	
<p>5.7 Station Facility Owner (SFO)</p>	<p>Outline who shall become the Station Facility Owner</p>
<p>5.8 Asset transfer date</p>	<p>Outline and explain the date from when the Station Facility Owner shall take control of the station</p>
<p>Other useful information to support the Commercial Case</p>	
Empty space for additional information	

Management Case

The Management Case sets out the mechanisms to be used to deliver the project, evidencing that it can be delivered in engineering, operational and planning terms and that it has the full support of Network Rail and other key stakeholders.

This section should detail the management put in place to ensure the successful development, delivery and ongoing operation of the station. A clear description of responsibilities needs to be made clear in terms of the ongoing operation, maintenance and repairs to the station.

Land and Planning	
6.1 Land requirements	Demonstrate that all land or access rights required to complete the project are available. Where required, details of land agreements should be provided
6.2 Planning status	Outline and explain the planning status and detail any planning consent/conditions in place for the construction of a new station at the proposed site?
Project Management	
6.3 Project management plan	Outline and explain the project management plan for the project, including key milestones and deliverables, relating to GRIP Stages. Also detail the responsibilities in terms of operation, maintenance and repairs to the station. Attach a full project plan
6.4 Date for site works commencement	
6.5 Date for Substantial Completion of site works	



<p>6.6 Date for the start of services calling at the station</p>	
<p>6.7 Project delivery programme – constraints and dependencies</p>	<p>Outline and explain constraints and dependencies which influence the project delivery programme. There should be evidence that consideration has been given to other programmes and projects which are underway+</p>
<p>Resource Planning</p>	
<p>6.8 Resource plan</p>	<p>Include a resource plan with appropriate roles identified for the stage of the project</p>
<p>Other useful information to support the Management Case</p>	
<p></p>	

Stakeholders and Engagement

<p></p>	
<p>7.1 Stakeholder management plan</p>	<p>Identify all key stakeholders involved in the project. Outline key details of the stakeholder management plan and attach full plan to application. Evidence should be provided of engagement with these stakeholders and their support for the project</p> <p>What is the involvement of any other train or freight operating companies affected by the project?</p> <p>Are third parties able to claim any form of compensation as a result of the NSF3 project?</p>



<p>7.2 Community engagement</p>	<p>Give details of how this scheme will benefit the local community in terms of work experience placements and apprenticeships offered during construction and once the station is operational.</p> <p>Set out how this project will benefit the local community in both the development and construction phase around offering opportunities for work placement and apprenticeships and then ongoing once the station is in operational use.</p>
<p>7.3 Stakeholder Support</p>	<p>Demonstrate that the proposed station and timetable is supported by NR (support from Route Enhancements Manager), DfT (support from Commercial Manager(s)) and the incumbent Train Operating Company (TOC)</p>
<p>7.4 Communications plan</p>	<p>Outline key details of the communications plan ensuring a time-based plan is in place for proactive communications and media enquiries. Attach the full communications plan.</p>
<p>7.5 Diversity Impact Assessment</p>	<p>Provide details of your Diversity Impact Assessment for the project (see Appendix A for the Diversity Impact Assessment template)</p>
<p>Other useful information</p>	
Empty space for other useful information	



Independent Validation

<p>8.1 Station capital and operational costs</p>	<p>Provide evidence that capital and operational costs have been independently verified and validated</p>
<p>8.2 Service planning and timetables</p>	<p>Provide evidence that the proposed service and timetables have been independently verified and validated by Network Rail</p>
<p>8.3 Passenger demand and revenue forecasts</p>	<p>Provide evidence that capital and operational costs have been independently verified and validated</p>

Declaration

In making this application, I agree:

- that the information provided by me in this application is to the best of my knowledge correct
- that this application does not form or imply any contract to provide funding
- to allow Network Rail and the Department for Transport to undertake enquiries on this application to satisfy themselves of its completeness and accuracy
- the project does not form part of, nor conflict with, Network Rail's commitments as part of the Network Rail's current CP6 delivery plan, or form part of a TOC's franchise commitments. The project does not replace or form part of another existing commitment to the DfT or Network Rail.

Signed:	
Name in full:	
Applicant organisation:	
Date:	

Please return this completed form along with supporting information by Friday 5 June 2020 to Network Rail at the following e-mail address: Newstationsfund@dft.gov.uk

Supporting documentation must be submitted in word and/or excel format as applicable, not in PDF format. A signed version of the application form should be submitted in PDF format along with a word copy.

Glossary of terms

“Appraisal Summary Table / AST” a requirement of WebTAG

“WebTAG” DfT’s Appraisal Guidance – WebTAG provides information on the role of transport modelling and appraisal

“Transport Economic Efficiency / TEE” a requirement of WebTAG

“PA” Public Accounts table a requirement of WebTAG

“Analysis of Monetised Costs and Benefits / AMCB a requirement of WebTAG

“Station Facility Owner / SFO” the Train Operating Company that enters into a station lease with Network Rail

“Train Operating Company / TOC” the operator of passenger and freight trains which has entered into an Access Agreement with Network Rail

“Governance for Railway Investment Projects / GRIP” which is a Network Rail standard for the development and implementation of works on Network Rail managed infrastructure



Diversity Impact Assessment (DIA)

Project:

Document No.	
Route/Function	
Issue Date	
Suitability Code (IP Only) [Suitability code for this document in accordance with BS1192 and NR Standards]	

Security Classification Public



Document History

Version No.	Date	Reason for Issue

Document Approval and Sign-off

	Name and position	Signed	Date
DIA Owner			

Prepared by

Superuser

[Quality assurance check. You will find a list of superusers on MyConnect. If you don't have a local superuser please send your DIA for quality assurance to DiversityImpactAssessment@networkrail.co.uk]

Senior Manager

[Sign-off should be by someone who can approve policy, programme or budget changes.]



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Diversity Impact Assessment (DIA) Types

Select the type of DIA from the following list

-
- **1 The Built Environment**, or the procurement of works e.g. crossings & bridges, including maintenance, stations, offices/depots and other staffed buildings

 - **2 Events**, including conferences, training courses and public consultations

 - **3 Policies & Standards**, development, revision and withdrawal of standards, policies and associated guidance including for design.

 - **4 Information Technology (IT)**, IT design, development and enhancement projects

 - **5 Change Programmes** – Better Everyday

 - **6 Procurement of goods and/or services**
-

Step 1: Clarifying Aims

Q1. What are the aims of this project/piece of work?

Please read the Q1 guidance in 'Guidance: how to complete the Network Rail DIA form'

Q2. *Could this work impact on people?*

No (Please go to Q3)

Yes

If yes, briefly explain how this work could affect people (considering our duty to promote equality, tackle discrimination and foster good relations between groups)

Q3. *Decide if a DIA is required*

After completing questions Q1 and Q2, decide if you need to complete the rest of this DIA.

If there are no impacts on people (employees, contractors, lineside neighbours or passengers) the remainder of the DIA is not required.

Decision	Author	Superuser	Date
	Name, position and signature e.g. James Smithson, project assistant	Name, position and signature e.g. Sally Richardson, Super user (Projects Sponsor)	

■ No, DIA not required (End here)

N.B. Retain in Project file

■ Yes, DIA

required

Proceed to Step 2: The Evidence Base

Step 2: The Evidence Base

Q4. Record the data you have gathered about the diversity of the people potentially impacted by this work

e.g. from the 2011 national census or from HR Shared Service.

You should also include any research on the issues affecting inclusion in relation to your work.

Consider the following protected characteristics:

- **Disability** (including those with physical, mental and hidden impairments as well as **carers** who provide unpaid care for a friend or family member who due to illness, disability, or a mental health issue cannot cope without their support)
- **Age**
- **Pregnancy/maternity**
- **Race**
- **Religion or belief**
- **Gender**
- **Sexual orientation**
- **Marriage/Civil Partnership**
- **Gender reassignment**

Q4. Data you have gathered about the diversity of the people potentially impacted by this work

Please read the Q4 guidance in 'Guidance: how to complete the Network Rail DIA form'

Step 3: Impact

Q5. Given the evidence listed at 'Step 2: The Evidence Base', what potentially negative impacts could this work have on people with protected characteristics?

Please read the Q5 guidance in 'Guidance: how to complete the Network Rail DIA form'

Q5a. Please select all the protected characteristics your work could potentially have a negative impact on

Disability

e.g. the impact of a new online process on dyslexic staff, or the impact of changes to how passengers get to a platform on someone who cannot use stairs

Age

e.g. the impact of changes to long-service benefits on younger and older staff, or the impact of a long alternative route to close a level crossing on an older person with long-term health issues.

Pregnancy/maternity

e.g. the impact of team relocation on a woman who is on maternity leave, or the increase in height of a footbridge over the railway

Race

e.g. the impact of psychometric testing on the recruitment of people who don't have English as a first language, or the gentrification of an area following station redevelopment that makes retail outlets too expensive for local businesses

Religion or belief

e.g. the impact of a new expenses policy on meal times or the closure of a level crossing between a community and its place of worship

Gender

e.g. the impact of a local decision to adopt arbitrary 'core hours' on women who are more likely, but not always managing childcare issues, or the impact of changes in parking policies on women who are more likely to start work later due to childcare issues

Sexual orientation

e.g. the impact of a decision to invite partners to an away day on a gay man who hasn't disclosed his sexual orientation, or the secondment of a lesbian member of staff to a project in a country where this would be a risk to life/human rights

■ **Marriage/civil partnership**

e.g. the impact of the extension of private health care to spouses

■ **Gender reassignment**

e.g. the impact of a decision to not let staff use taxis for late night events in high risk areas may adversely affect people who have had, or are undergoing, gender reassignment

Q5b. Explain the potential negative impact

Please state the characteristic and give an explanation

Q6. What could you do to ensure your work has a positive impact on diversity and inclusion including supporting delivery of the Diversity and Inclusion strategy?

Step 4: Consultation

Q7. How has consultation with those who share a protected characteristic informed your work?

Please read the Q7 guidance in 'Guidance: how to complete the Network Rail DIA form'

Groups consulted

List the groups you have consulted or reference previous relevant consultation (This could include our staff networks, the Built Environment Access Panel, local faith leaders etc)

What issues were raised in relation to one or many of the protected characteristics (Q5)?

Q8. Record any consultation you have had with Network Rail teams who are delivering work that might overlap with yours.

~~This will ensure that our solutions are joined up.~~_____

Step 5: Informed Decision-Making

Q9. After completing Steps 1–4, what is your decision?

Please select one of the following (for most DIAs this will be option 1) and provide a rationale.

Please read the Q9 guidance in 'Guidance: how to complete the Network Rail DIA form'

- 1 **Change the work** to mitigate against potential negative impacts found
- 2 **Continue the work** because no potential negative impacts found
- 3 **Justify and continue the work** despite negative impacts (please provide justification)
- 4 **Stop the work** because discrimination is unjustifiable and there are no obvious ways to mitigate

Q9b. Rationale for decision

Step 6: Action Planning

Q10. What specific actions will be taken to deliver positive impacts and address any potentially negative impacts identified at 'Step 3: Impact' or through consultation?

Please read the Q10 guidance in 'Guidance: how to complete the Network Rail DIA form'

Action	By when?	By whom?
--------	----------	----------

Action	By when?	By whom?
--------	----------	----------



Action	By when?	By whom?
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Review this DIA



Step 7: Publication

- Please retain copies of this and all completed DIAs in a suitable shared repository.
- Customer-related DIAs may be published on our website.

Appendix: continuation sheets

Question number:

Additional/continued response

Continuation sheet

Question number:

Additional/continued response

