

PLANNING REPORT

Printed Date: 2 July 2007

Application reference: 07/2285/ADV SOUTH TWICKENHAM WARD

Date application received	Date made valid	Target report date	8 Week date
27.06.2007	27.06.2007	22.08.2007	22.08.2007

Site:

St Marys University College, Waldegrave Road, Twickenham, Middlesex

Proposal:

One theatre sign in white individual letters and two backlit A0 poster frames.

Status: Pending Consideration (If status = HOLD please check that all is OK before you proceed any further with this application)

APPLICANT NAME St Marys College Waldegrave Road Twickenham Middlesex TW1 4SX AGENT NAME Ingleton Wood 1 Alie Street London E1 8DE

DC Site Notice: printed on 02.07.2007

Consultations: Internal/External:

Consultee

LBRUT Urban Design 14 Days

Expiry Date 16.07.2007

Neighbours:

History : Ref No	Description	Status	Date
00/T0511 00/T0512 00/T0513 00/T1874	 Black Poplar - Reduce By Up To 60 Black Poplar - Reduce By Up To 60 Black Poplar - Reduce By Up To 60 Yew T43 - Lightly Selectively Prune Lower Branches Growing Over Paved Area Retaining Natural Shape Of Tree 	GTD GTD GTD GTD	15/05/2000 15/05/2000 15/05/2000 08/01/2001
00/3442	 Proposed Telecommunications Base Station To Provide Mobile Telephone Coverage. 	RNO	23/01/2001
01/0361	 Demolition Of Existing Teaching Accommodation. Erection Of 	GTD	22/06/2001
01/0782	 Proposed 6m Stub Tower Supporting 6 Antennae And 4 Microwave Dishes 1 Equipment Cabinet To Be Located At Roof Level, Electric Meter Cabinets Located At Ground Level. 	REF	20/04/2001
01/1074	 Proposed Temporary Teaching Accommodation, To Be Removed Subject To Planning Application 01/0361/ful When Completed. 	WNA	21/06/2001
01/1223	 Works In Association With Demolition Of 'k' Block. Conversion Of Section Of Bin Store To Launderette In 'l' Block. Alterations To Kitchen Area In 'n' Block. 	GTD	18/07/2001
01/1197	Installation Of Radio Equipment Housing.	GTD	02/08/2001

01/2924	 Erection Of Acrylic Covers To Protect Antelope Figures On Staircase. 	GTD	18/04/2002
02/T0610	English Oak - Remove Snapped Branch In Upper	GTD	18/04/2002
02/T0611 02/T0612 02/T0613 02/T0614 02/T0615 02/1792	Canopy Sycamore - Fell Elm - Fell Sycamore - Fell Dead Elm - Fell Dead Elms - Fell Provision Of New Athletics Track And Associated Facilities To Replace The Existing Facilities Including Floodlighting Columns.	GTD GTD GTD GTD GTD GTD	18/04/2002 18/04/2002 18/04/2002 18/04/2002 18/04/2002 18/11/2002
02/1967 02/2738	 Installation Of Telecommunications Apparatus Installation Of A 6m High Stub Tower, Containing Three Panel Antennae And One Antenna Dish And An Equipment Cabin On The Roof Of The Science Block. 	REF GTD	28/08/2002 04/11/2002
03/0668	Re-location Of The Existing Main College Bin Storage Area.	REF	22/04/2003
03/0669	 Temporary Planning Permission To Locate Two Standard Containers And Two Portacabins On Existing Hardstanding To The Rear Of Wiseman And Doyle Student Residences. 	WNA	06/05/2004
03/0963	 Erection Of A Three Storey Extension To The Existing Three Storey Residences At Graham, Wiseman And Doyle Comprising 183 Student Rooms Plus 4 Warden Suites In Two New Wings With All Associated Functions And External Works. 	WDN	17/06/2003
03/T1150	 Cedar (cedrus) - Prune Back From Property To Give Up To 1.5 Metres Clearance; Remove Major Deadwood. 	GTD	11/07/2003
03/T1151	Turkey Oak (quercus Cerris) - Crown Lift To 5 Metres; Remove Deadwood.	GTD	11/07/2003
03/1855	 Erection Of A Three Storey Extension To The Existing Three Storey Residences At Graham, Wiseman And Doyle Comprising 178 Student Rooms Plus 4 Warden Suites In Two New Wings With All Associated Functions And External Works. 	REF	12/09/2003
03/2789	 Provision Of Dispersed Refuse Storage Compounds In 6 Locations On Campus With A Central Collection Point Accessible From Clive Road. 	REF	03/11/2003
03/2802	 Erection Of A Portacabin On Existing Hardstanding To Rear Of Block N For A Temporary Period. 	GTD	16/01/2004
03/T1875	 Ash (fraxinus Excelsior) - Prune Back From Street Lamp And Phon Wires; Crown Lift To Statutory Height Over Road; Lift Low Bra From Corrugated Roofs To Give At Least 2 Metres Clearance. 	GTD	20/11/2003
04/0300	 Proposed Provision Of Refuse Storage Compounds In 4 Locations On Campus With Central Connection Point. Accessible From Site's Internal Roads. 	GTD	28/04/2004
04/0293	 Temporary Erection Of Porta-cabin For Changing Room And Storage On Land Adjacent To The Existing Sports Hall. 	GTD	13/07/2004
04/0339	 Erection Of Additional Halls Of Residence Adjoining And Linked To The Existing Halls Of Residence. Associated New Layout For Car Parking, Cycle Parking, Hard And Soft Landscaping. 	GTD	29/04/2004
02/1792/DD01	Details Pursuant To Condidtions Bd11u (miscellaneous Details) And Ns02u (non Standard) To Planning Permission 02/1792/ful.	WNA	19/01/2005
04/0904	 External Elevational Alterations Including Glazed Enclosure To Cloisters To Facilitate (1) Conversion Of Chapel Undercroft And Extension Of Existing Learning Resource Centre To Form An Internet Cafe and (2) ramped disabled access to chapel 	GTD	19/07/2004

,	entrance.		
04/1007	 Conversion And Rebuilding Of Block L Outbuildings To Offices. 	GTD	13/07/2004
04/1085 89/2232/FUL	Erection Of Hazardous Chemical Store.Single Storey Roof Top Extension To Provide New	WNA PCO	04/11/2005 25/12/1989
89/2233/FUL	Vivarium. Construction Of New Fire Escape Stair Within Existing Building. Replace Existing Roof To Hallway With Glass & Steel. Staircase Enclosure At Roof	PCO	25/12/1989
89/2234/LBC	 Level To Be Brick/glass. Construction Of New Fire Escape Stair Within Existing Building. Replace Existing Roof In Hallway With Glass & Steel. Staircase Enclosure At Roof Level To Be Brick/glass. 	PCO	25/12/1989
89/2235/LBC	Single Storey Roof Top Extension To Provide New Vivarium.	PCO	25/12/1989
90/1683/FUL	Provision Of New Bin Store Area & Pergola.	PCO	14/11/1990
90/2098/FUL	 Conversion Of New Birl Store Area & Pergola. Conversion Of Bath Houses At Clive Hostel To Form Additional Student Bedrooms & 2 No. First Floor Extensions Comprising 8 Student Bedrooms. 	GTD	25/02/1991
91/2032/FUL	 Erection Of 1 No. 3/4 Storey Building And 1 No. 3 Storey Building Comprising 106 No. Student Study/bedrooms. Formation Of 6 No. Parking Spaces At Front With New Access Thereto And 16 No. Parking Spaces At Rear. New Pathways And Landscaping 	GTD	24/02/1992
91/2038/FUL	 2 No. Single Storey Extensions To Kitchen Store And Servery Area. 	GTD	06/12/1991
91/1543/S64	Alterations To Kitchen, Servery And New Goods Entry.	PDE	03/10/1991
91/2032/DD01	 Details Pursuant To Condition Ns01 (non Standard), Bd10 (sample Panels) And Partially Purusant To Condition Bd05 (materials) Of Planning Consent 91/2032 Dated 24.2.92. 	GTD	08/07/1992
91/2032/DD02	 Details Pursuant To Condition Dv17 (bin Enclosure) Of Planning Consent 91/2032/ful Dated 24/2/92. 	GTD	28/07/1992
91/2032/DD03	 Details Pursuant To Condition Bd05 (materials), La11 (landscaping) & Pk06 (cycle Parking) Of Planning Consent 91/2032/ful Dated 24/2/92. 	GTD	22/02/1993
92/0468/FUL	 Extension And Refurbishment Of Student Union Toilet Accommodation. 	GTD	09/04/1992
92/1441/DD01	 Details Pursuant To Condition La11 (landscaping) & Bd05 (materials) Of Planning Consent 92/1441 Dated 30/9/92. 	GTD	22/02/1993
92/1595/S192	 Internal Alterations To Facilitate A Temporary Bar Arrangement And Appropriate Fire Protection And Escape Work. 	NDV	12/10/1992
92/0754/FUL 92/1441/FUL	 Extension And Refurbishment Of Gymnasium. Formation Of 6 No. Relocated Car Parking Spaces To Rear Of New Hostels And Adjustment To Layout Of Approved Scheme (variation Of Condition Pk02 Attached To Planning Application Ref. 91/2032/ful Dated 24 February 1992). 	GTD GTD	28/05/1992 30/09/1992
92/1678/FUL	 Demolition Of Existing Garage And Erection Of A Two Storey Side Extension For Use By Elderly Relative And Front Car Port. 	REF	30/11/1992
92/1881/FUL	 Extension To And Adaption Of Drama Workshop To Provide A Three Storey Building For Use As Student Union Accommodation. 	GTD	22/12/1992
92/2051/FUL 91/2032/DD04	 Erection Of Enclosed Access Stair. Details Pursuant To Condition La03 (works To Trees) Of Planning Consent 91/2032 Dated 24/2/92. 	GTD GTD	18/02/1993 24/03/1993
92/1881/DD02	 Details Pursuant To Condition Bd06 (materials) Of Planning Consent 92/1881/ful Dated 22/12/92. 	GTD	15/09/1993
92/1881/DD01	Details Pursuant To Condition Attached To Consent	GTD	01/04/1993

	92/1881 Bd09 (materials) Dated 22.12.92 For The		
	Extension To And Adaption Of Drama Workshop To Provide Three Storey Building For Use As Student		
	Union Accommodation		
93/0220/FUL	 Make Good Fire Damaged Structure And Aterations To Form Teaching Space. 	GTD	01/04/1993
93/0547/FUL	 Extension To Sports Building To Form Sports Injury Clinic. 	GTD	03/06/1993
93/1076/FUL	 Single Storey Extension To Existing Chaplaincy Centre & New Boundary Wall. 	GTD	13/08/1993
94/0397/FUL	Erection Of Tennis Hall	GTD	26/05/1994
94/1549/DD01	 Details Pursuant To Condition Bd05 (marerials) Of Planning Permission 94/1549/ful Dated 4/8/94 	GTD	26/09/1994
94/1549/DD02	 Details Pursuant To Conditions La03 (no Felling/lopping), La06 (protected Trees) And La17 (soil Compaction) Of Planning Permission 94/1549/ful Dated 4/8/94 	GTD	04/10/1994
94/1549/FUL	Erection Of Tennis Hall - Amendment To Planning Consent 94/0397/ful	GTD	04/08/1994
94/2140/FUL	Installation Of Grasscrete Car Park At Students Union	GTD	14/10/1994
94/1549/DD03	Details Pursuant To Condition La07 (tree Planting) Of Planning Permission 94/1549/ful Dated 4/8/94	GTD	20/03/1995
94/2140/DD01	 Details Pursuant To Condition La13 (landscaping) Of Planning Permission 94/2140/ful Dated 14/10/94 	GTD	10/03/1995
95/0589/S191	Mixed Use For The Purposes Of Educational Institute With Ancillary Residential Accommodation,	GTD	07/04/1995
	Playing Fields Etc And For The Purposes Of Holding Functions Including Wedding Receptions. (the Functions Unrelated To The Educational Use Of The		
95/1244/DD01	 Details Pursuant To Condition Bd12 (materials) Of Planning Permission 95/1244/ful Dated 7/6/95. 	GTD	11/12/1995
95/1244/FUL	Extension To Existing Library	GTD	07/06/1995
95/2315/S192	Erection Of New Lobby To Student Union Building.	GTD	16/08/1995
95/2316/S191	 Extension To Existing Tennis Hall To Provide Wind And Dust Control Lobby & Store Area For Equipment. 	GTD	16/08/1995
95/T2659/CA	Fell Robinia Tree	GTD	07/09/1995
96/3978	 Alterations And Extension To Existing Sports Centre To Provide A Coaching And Performance Development Centre To Include Replacement Of Existing Running Track With A New 4 Lane Training Track, An All Weather Pitch With Floodlighting And An A 	GTD	24/10/1997
97/0029	 Refurbishment Of Front Facade. (new Cramps, Minor Stone Repairs Etc.) 	GTD	04/03/1997
97/0030	 Removal Of Cementitious Render Stucco From The External Brick Work Walls To Reveal 'joints Jointed' Colourwashed Brickwork; Pointing Repairs Approx 85,; Reapplication Of Colour Wash; Alterations To Roof Eaves To Incorporate Ventilation 	GTD	04/03/1997
97/T6658	Sycamore - Fell Dead Or Dying Stems	GTD	19/06/1997
97/1320	 Alterations To Existing Toilet And Store Area To Provide Additional Toilet Facilities. 	GTD	15/08/1997
97/T7516	 Tree No. T75 Sycamore - Prune Branches Overhanging 8 Clive Road 	REF	02/12/1997
98/T1470	 T28 - Ailanthus Altissima - 30, Crown Reduction And Removal Of Damaged Limb Over Car Park 	GTD	26/11/1998
98/T1471	T35 - Platanus X Hispanica - Remove Lower Branches Overhaning Car Park	GTD	26/11/1998
98/T1472	• T40 - Platanus X Hispanica - Remove Lower Branches Overhanging Car Park	GTD	26/11/1998
98/T1473	 T41 - Quercus Robur - Remove Epicormic Growth And Small Laterals Overhanging Car Park 	GTD	26/11/1998

	98/2731	 Conversion Of Existing Rooms Used As Offices To Study Bedroom Use. 	GTD	06/01/1999
9	98/2913	Alterations To Gents Toilet To Office.	GTD	10/02/1999
	99/2573	Alterations To Window Opening In Block B.	GTD	23/12/1999
	76/0698	 Alterations to window opening in block B. Alterations to boundary wall and the creation of a 		09/03/1977
		coach lay-by.		
	78/0112	 Erection of a new double garage and new car park with landscaping. 	GTD	04/05/1978
-	79/1674	 Erection of a two storey extension to southern side of existing theatre to provide additional seminar and craft facilities for Drama Department. 		09/04/1980
8	30/0558	 Erection of a single storey extension to students union part of college to provide new lounge and entrance hall. 		11/08/1980
8	31/1049	 Alterations to part of building involving the construction of new utility rooms at first and second floors. 		24/09/1981
8	31/1478	 Erection of new entrance gates and adjacent walls and piers. 	GTD	08/04/1982
8	33/0146	 Erection of two storey extension and minor internal alterations to existing sportshall. (Amended drawings received 17th February, 1983). 	GTD	08/04/1983
8	33/1085	Erection of a single storey library extension. (Revised plans received 20th October, 1983).	GTD	16/12/1983
8	33/1388	 Demolition of existing lean to and erection of new single storey laundry area. 	GTD	04/01/1984
8	35/0115	 Provision of new fire escape stairs from day study centre. 	GTD	01/03/1985
8	36/0165	Erection of new infill building between existing science block to be used as additional science department accommodation; and animal house, and general alterations to adjacent existing buildings.	GTD	21/07/1986
8	36/0561	Erection of extension to sports hall.	GTD	22/07/1986
	38/1826	Conversion of store room to central reception area and formation of new entrance (Drawing No. 87 116 07 amended on 28th September 1988).	GTD	30/09/1988
C)2/1792/DD02	Details pursuant to condition 02/1792/FUL of planning permission 02/1792/FUL	NFA	12/08/2004
C)2/1792/DD03	Details pursuant to conditions BD12U in part (surface treatment) and NS03U (trees) of planning permission 02/1792/FUL dated 14/11/2002.	GTD	12/08/2004
C	04/0293/DD01	Details pursuant to condition BD05 (Materials) of planning permission 04/0293/FUL dated 13/07/2004.	GTD	14/09/2004
C)4/0339/DD01	Details pursuant to condition BD12 in part (bricks) of planning permission 04/0399/FUL dated 29.04.2004	GTD	14/09/2004
0	2/1792/DD04	Details pursuant to condition LB12A (archaeology) for planning permission 02/1792/FUL dated 14/11/2002.	GTD	08/09/2004
0	14/2745/FUL	Erection of 16m lighting columns to running track approved under planning application 02/1792/FUL dated 14.11.2002.	GTD	15/10/2004
0	2/1792/DD05	Details pursuant to condition BD12U (track barrier) of planning application 02/1792/FUL.	GTD	14/09/2004
	4/0293/DD02	Details pursuant to conditions U00697 (Protective fencing) and U00698 (Tree protection measures) of planning permission 04/0293/FUL dated 13/07/2004.	GTD	14/09/2004
	4/0246/TPO	T1 - Oak (Quercus robur) - Tidy damaged branch, reduce 2 x adjacent limbs at rear of summerhouse by 25% to balance.	GTD	20/09/2004
0	4/3166/LBC	Internal works comprising Installation of a platform stair lift onto an existing staircase with strengthening to the underside of the staircase.	WDN	01/08/2005

()4/3260/LBC	 Proposed widening of existing opening in block B and installation of counter; installation of double doors. 	GTD	04/04/2005
C	04/0339/DD02	Details pursuant to conditions BD12 in part (window frame finish and glazed insert panel) and PK06A (Cycle Parking) of planning permission 04/0399/FUL dated 29.04.2004	GTD	08/12/2004
C	04/0339/DD03	Details pursuant to condition BD12 in part (external hard surfacing) of planning permission 04/0339/FUL dated 29.04.04.	WNA	25/01/2005
C	04/0339/DD04	Details pursuant to condition LA09U (planting) of planning permission 04/0339/FUL dated 29.04.04	WNA	01/08/2005
C	04/0339/DD05	Details pursuant to condition DV28 (External Illumination) and BD12 in part (part external hard surfacing) of planning permission 04/0339/FUL dated 29.04.04.	GTD	25/01/2005
C	05/0406/FUL	Proposed new cafe building (including external seating area) to overlook the athletics track	GTD	01/06/2005
C	05/0805/FUL	Erection Of A New Portacabin Type Physiotherapy Rooms Adjacent To The Existing Sports Hall 'R Block'.	REF	10/05/2005
C	95/0932/FUL	Erection of tensile canopy within courtyard against the existing buildings. Erection of a glazed screen, lighting, heating and resurfacing of courtyard hardstanding.	GTD	23/05/2005
C	04/0339/DD06	Details pursuant to BD12 in part (staircase roofs) of planning permission 04/0339/FUL dated 29.04.04.	GTD	17/05/2005
C	95/1492/LBC	Proposed external landscape upgrade to include: 1. Chapel Courtyard upgrade: i) new bins, benches, lighting, cycle racks, shelters and bollards. ii) new planting scheme including pruning back of existing planting, iii) new paved area. 2. General campus areas: replacement of benches and bins. 3. General Campus area: external notice management system.	WNA	27/06/2005
0	95/1493/FUL	Proposed external landscape upgrade to include: 1. Chapel Courtyard upgrade: i) new bins, benches, lighting, cycle racks, shelters and bollards. ii) new planting scheme, iii) new paved area. 2. General campus areas: replacement of benches and bins. 3. General Campus area: external notice management system.	GTD	27/06/2005
0	5/1708/FUL		GTD	28/07/2005
0	4/0339/DD07	Details of materials pursuant to BD12 in part (roof tiles) of planning permission ref: 04/0339/FUL dated 29.04.04.	GTD	16/08/2005
	5/2276/LBC	Internal works - installation of a platform stair - lift onto an existing stair with strengthening to the underside of the staircase.	WDN	15/09/2005
0	4/0339/DD08	Details pursuant to LA09U (screen planting) of planning permission 04/0339/FUL dated 29.04.04.	GTD	25/08/2005
0	4/0339/DD09	Details pursuant to BD12 (Materials - Hard Surfacing) of planning permission ref: 04/0339/FUL dated 29.04.04.	GTD	06/10/2005
0	5/T0514/TPO	T1 - Cedar (Cedrus spp.) - Crown thin by 20% Crown lift by 4 metres. Reduce laterally by 3-4 metres.	GTD	
	5/2750/PS192 6 5/0406/DD01 6		GTD GTD	21/10/2005 05/12/2005
0	6/T0043/TPO	T1 - Sycamore (Acer pseudoplatanus) - Fell to ground level.	GTD	

06/0632/LBC	 Conversion Of Chapel Undercroft To An Internet Cafe With Raised Timber Floor Protecting The Original Flooring. 	WDN	03/05/2006
06/0863/FUL 06/1368/LBC	 Retention Of A Hazardous Chemical Store. Conversion Of Chapel Undercroft To An Internet Cafe Involving External and Internal Alterations. 	PDE GTD	16/06/2006
05/1493/DD01	 Details Pursuant To Condition UO5207 (Paving Details) Of Planning Permission 05/1493/DD01 Dated 27.06.2005. 	GTD	20/06/2006
06/1430/LBC	 Proposed installation of lighting and extension to Chapel steps. 	GTD	22/06/2006
06/1432/FUL	 Proposal to install lighting and extend steps to Chapel. 	GTD	22/06/2006
06/T0297/TPO	 T1 - Yew (Taxus baccata) - Remove.,,T2 - Sycamore (Acer pseudoplatanus) - Prune back.,,T3 (T5 on plan) - Various - Prune back to improve vistas. 	PDE	
06/2073/FUL	 Erection Of A Single Storey Temporary Modular Building To Provide Teaching, Office And Storage Accommodation For A Period Of 3 Years. 	GTD	29/08/2006
06/2081/FUL	 Proposed Two Storey Extension To The Existing College Refectory Consisting Of A Kitchen At Ground Floor Level And Catered Conferencing Facilities At First Floor Level. 	GTD	05/10/2006
06/1368/DD01	 Details Pursuant To Conditions U10043 (Miscellaneous Details) And BD04 (Details To Specified Scale) Of Planning Permission Dated 16.06.2006. 	GTD	14/12/2006
06/3203/FUL	 Installation Of 5 No. 4 Metre High Lighting Columns and Lamp Fitments. 	GTD	21/11/2006
06/T0616/TPO	 T1 - Yew (Taxus baccata) - Remove and replace.,,T2 - Prunus 'amanogawa' - Remove and replace. 	PDE	
06/T0627/TPO	• T1 - Plane (Platanus spp.) - Crown reduce by 30%.,,T2 - Plane (Platanus spp.) x 3 - Crown reduce laterally by 20% where appropriate on larger 2x specemins. Crown lift by 15% to remove suppressed and crossing branches.	PDE	
07/2285/ADV	 One theatre sign in white individual letters and two backlit A0 poster frames. 	PCO	
07/2287/FUL	 Reinstate the entrance to the theatre building in its original location on the courtyard façade, currently a side door is used. Introduce external lighting and illuminated sign to new entrance to enable area to be lit in evenings when events occur. Introduce two A0 poster frames to façade to promote events. Refurbish lobby are and include station for staff use when taking tickets. 	PCO	

Constraints:

Professional Comments:

Application Ref; 07/2285/FUL, St Mary's University College Twickenham

Site, History and Proposal:

The application site comprises of the theatre building located on the St Mary's University campus. The building is of no special architectural merit however is located near to the listed chapel. Entrance to the theatre is currently located to the side.

The proposal is for one theatre sign in white individual letters and two backlit A0 poster frames.

The property has significant planning history.

Public and other Consultations

No received

Professional Comments

The main considerations under the scheme are the impact the proposed development and lighting will have upon the character and appearance of building / area and the nearby listed building. There are no impacts to residential properties.

The proposed lighting and signage is of a moderate scale and due to the sites location and use, these are not considered to result in harm to the character and appearance of the area or nearby listed building, but in fact compliment the buildings function.

Therefore it is considered that the proposals would not be detrimental to the visual amenities of the building or area or nearby listed building and is in accordance with policies BLT 22 and 23 of the London Borough of Richmond Upon Thames Unitary Development Plan: First Review 2005.

Recommendation:

I therefore recommend Approval

The determination of this application falls within the scope of Officer delegated powers - NO			
I therefore recommend the following:			
1. REFUSAL Case Officer (Initials):			
I agree the recommendation:			
A			
Team Leader/Development Control Manager			
Dated: 2780			
This application has been subject to representations that are contrary to the officer recommendation. The Development Control Manager has considered those representations and concluded that the application can be determined without reference to the Planning Committee in conjunction with existing delegated authority.			
Development Control Manager:			
Dated:			
REASONS:			
CONDITIONS:			
INFORMATIVES:			
UDP POLICIES:			
OTHER POLICIES:			
The following table will populate as a quick check by running the template once items have been entered into Uniform			
SUMMARY OF CONDITIONS AND INFORMATIVES			
CONDITIONS:			
INFORMATIVES			
INFORMATIVES:			

ADDITIONAL NOTES CONTINUED FROM ABOVE:

Notes of Telephone calls/discussions/meetings

ACTION

DATE