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| PSP 4 – Compensation Event |
| **Project Data** |
| Title |  |
| Project Manager |  |
| Client |  | Compensation Event Number | **CAR-XXX-YYY** |
| Council Reference |  |
| Item | Change Requested by: | Change Request Issued To: |
| Name |  |  |
| Position |  |  |
| Address |  |  |
| Telephone Number |  |  |
| Mobile Number |  |  |
| Email |  |  |
| **Details of Change of Request** |
| Date of Issue | Click or tap to enter a date. | Relating to EEWN: |  |
| Date of Receipt | Click or tap to enter a date. |  |
| Method of Issue | Email [ ]  | Post [ ]  | Hand Delivered [ ]  |
| Compensation Event Title |  |
| Reason |  |
| Description |  |
| **Implications of Change** |
| Fee |  |
| Resources |  |
| Quality |  |
| Programme |  |
| Interfaces |  |
| **Project Manager** |  | Name: | Mark Saunders |
| Expected Date of Response | Click or tap to enter a date. |  |
| **Client Authorisation** |
| Statement | You are authorised [ ]  | You are not authorised [ ]  | To proceed with the above change |
| As indicated in your ‘implications of Change’ [ ]  | Subject to the following [ ]  | (Client to add details as necessary) |
| **Signature** |  | Name |  |
| Date Submitted | Click or tap to enter a date. |  |