**Consultation Request Form**

**Please note:**

The CPOC requires four weeks to assess guidance and provide a response. We will therefore be unable to meet deadlines of less than four weeks from the time of request.

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| **1. Details** | |
| Name |  |
| Organisation |  |
| Date of request |  |
| Name of guidance (in full) |  |
| Link to current resource |  |
| Further information for CPOC to be aware of |  |

|  |  |  |
| --- | --- | --- |
| **2. Current Status** | | |
| Name of CPOC Representative (if applicable): |  | |
| Has the CPOC previously submitted comments via the consultation process? | 1. YES 2. NO | |
| If yes, please give date of response submitted |  | |
| Have any changes been made to the guidance in response to consultation comments?  \*If yes, please ensure these are highlighted in the text.  \*If no, please state why below | 1. YES 2. NO | |
|  | | |
| Is it possible for changes to be made to the document at this time? | | 1. YES 2. NO |
| Deadline for comments | |  |
| Please state the planned launch date | |  |
| Please provide any details of communications activity | |  |

Please email this form as a covering sheet along with your document to[**cpoc@rcoa.ac.uk**](mailto:cpoc@rcoa.ac.uk)