**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 |  |

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| **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**