

**Request for a review of a bids considered by Sevenoaks District Council not to succeed under Stage 1 of the Validation Process**

1. A request for a review must be made within 6 months of the letter from Sevenoaks District Council informing them of one of or more of the following:
  - that the project is not considered to be infrastructure;
  - that the bid is considered to be incomplete or
  - there is insufficient evidence to show that the organisation making the bid has the right to carry out the scheme.
2. The request for a review must be submitted formally in writing or emailed to the following address [cil@sevenoaks.gov.uk](mailto:cil@sevenoaks.gov.uk).
3. The request for a review must contain additional evidence/information in addition to the original bid as to why they consider their project complies with the 1<sup>st</sup> stage of validation.
4. Sevenoaks District Council will review the information submitted, they will liaise with legal and make a decision on the information submitted within 6 weeks. If a decision cannot be met within 6 weeks, they will contact the organisation to explain why and provide a new date for a decision to be made.
5. A senior manager will review the case, before a response is provided.