**Document classification**

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| --- | --- |
| *Author Name and Role* |  |
| *Date Created* |  |
| *Date Issued* |  |
| *Description* |  |
| *File Name* |  |
| *Format* |  |
| *FOI/EIR Disclosure* |  |
| *Geographical Coverage* |  |
| *Group Access* |  |
| *Language* |  |
| *Master Location* |  |
| *Publisher* |  |
| *Rights Copyright* |  |
| *Security Classification* |  |
| *Status* |  |
| *Subject* |  |
| *Title* |  |
| *Type* |  |

**Version Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Version* | *Status* | *Date* | *Description of change* | *Reason for change* | *Pages affected*  |
| 0.01 | Draft |  |  |  |  |
| 0.02 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Consultation Log**

|  |  |
| --- | --- |
| *Date sent for consultation* |  |
| *Consultees*  |  |

**Approval Log**

|  |  |
| --- | --- |
| *Impact assessment by* |  |
| *To be agreed by* |  |
| *To be approved by* |  |
| *Finally to be ratified by* |  |
| *To be reviewed by* |  |