## **Website request form**

**Basic details**

|  |  |
| --- | --- |
| Proposed website name\* | Click here to enter text. |
| Contact details\* | Click here to enter text. |
| Service or sponsor\* | Click here to enter text. |
| Partners (if applicable)\* | Click here to enter text. |
| Target audience\* | Click here to enter text. |
| Proposed launch date\* | Click here to enter text. |
| Names of website editors\* | Click here to enter text. |
| Specialist content required\* | [ ]  Events[ ]  Blogs[ ]  Files[ ]  Video[ ]  Audio[ ]  Image carousels[ ]  Social media widgets[ ]  Other: Click here to enter text. |
| Web development budget\* | Click here to enter text. |
| Approximate number of pages\* | Click here to enter text. |
| Links with the SCC site\* | Please specify the SCC site pages (if any) that will link to your proposed site. |
| Background information\* | Please enter any background information about your request here, including your service’s previous history with online.  |

**Desired outcomes**

|  |  |
| --- | --- |
| What are you hoping to achieve?\* | Click here to enter text. |
| How will you measure and evaluate this?\* | Click here to enter text. |

**Evidence of need**

|  |  |
| --- | --- |
| What is the purpose of the site?\* | Click here to enter text. |
| Have you checked if other websites do this already? \* | [ ]  Yes[ ]  No |
| Could your content be hosted on one of our existing sites?\* | [ ]  Yes[ ]  No Reason: Click here to enter text. |
| Could your content be hosted in a section of the SCC site?\* | [ ]  Yes[ ]  No Reason: Click here to enter text. |
| Is your content something your audience wants or needs?\* | [ ]  Yes[ ]  No Reason: Click here to enter text. |

 **Duration and maintenance**

|  |  |
| --- | --- |
| For how long do you require the site?\* | [ ]  6 months[ ]  1 year[ ]  Longer |
| How will you ensure the site’s quality during this time?\* | Click here to enter text. |
| Are you aware of the national accessibility standards?\* | [ ]  Yes[ ]  No |
| Will you be collecting or storing personal data?\* | [ ]  Yes[ ]  NoIf ‘Yes’, specify: Click here to enter text. |

**Your agreement with us**

To set up a website, you must agree to your role as site owner and follow our shared goal:

*To give residents the best possible online experience
by providing services that are straightforward, up to date,
value for money, and accessible to all*

**Your role**

* To review the information you’ve provided here regularly, and notify us if anything changes
* To follow the “site owner responsibilities” laid out in the latest version of our [Website policy](https://www.surreycc.gov.uk/__data/assets/pdf_file/0006/149955/Website-Policy-2017-18.pdf)

**Our role**

* To add your website toSurrey’s [online digital portfolio](https://www.surreycc.gov.uk/your-council/about-our-website/partnership-websites-and-microsites/our-microsites) – the list of official Surrey County Council websites
* To assist you in your role as site owner in the ways explained in the latest version of our [Website policy](https://www.surreycc.gov.uk/__data/assets/pdf_file/0006/149955/Website-Policy-2017-18.pdf)

[ ] \* **I confirm that the information provided is accurate, and I understand and agree to follow the terms of the website policy, should my site** **be approved.**

Please return this document to digitalprojectsteam@surreycc.gov.uk using the subject heading ‘New website request’