

REQUEST FOR NEW/REFURBISHED PREMISES

Please refer to the Program Property Policy when completing this form

Requested By:			
Contact Details	Phone:	Mobile:	
Name of Program located at the site		Outreach, Centre Based or Combination?	
Facility Requirements			
Locality			
Number of staff to be accommodated		Area m ² (if known)	
Will additional staff need to be accommodated in the future?		If Yes, how many:	
Number of offices required			
Conference/Meeting Room			
Interview/Counselling Room			
Secured car parking	Number of managers and work-related cars:		
	Number of pool cars this site is required to garage:		
	Will this be increased during the lease term?	If Yes, by how many?	
Storage Requirements			
Disability access	To comply with BCA. Reception desk must allow for disability access.		
Children's Areas	If yes, plan must be reviewed by Early Childhood Education & Care Specialist		
Other Requirements			
Funding Details			
Term of Funding	Lease Term to be matched to Funding Term		
Commencement Date			
Refurbishment/Modification to Existing Premises			
Describe in detail the works to be conducted			
Justification for refurbishment or addition			
Facilities not within Guidelines			
Justification to purchase premises or lease a 'stand alone' facility (i.e. not to be co-located with other Service Group or UnitingCare programs)			
Budget Details			
Is this within recurrent budget?	The relevant spreadsheets of the Costings for Submissions must be completed and attached to this form		

Prepared By	Program Manager	Signature	Date
Approved By	Director Operations	Signature	Date
Approved By	Director Operations Coordination	Signature	Date