Application Form for Ministry Consent: Board or Third Party Funded Property

Purpose

Use this form to apply for consent to a board or third party funded property project. This includes if the board or third party is contributing to a Ministry led project.

## **Process**

Complete this form providing details of the proposed project and send it to your Property Advisor or Capital Works Delivery Manager.

# **Section A: Details of the school**

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| --- | --- |
|  | School details |
| 1. | Date |  |
| 2. | School name |  |
| **3.** | School ID |  |
| **4.** | Best name/contact for this application |  |
| **5.** | Ministry point of contact |  |

**Section B: Details of the Property Project**

|  |  |  |
| --- | --- | --- |
| **6.** | **Name of the property project** (e.g. ‘Playground for Clendon Park School’)  |  |
| **7.** | **Description of the property project**Including: any property or site condition; and type of property project you are planning e.g.1. Buying a building and moving it to school site
2. Building new facility on school site
3. Building facility on school site jointly with community or local council
4. Buying additional land
5. Building facilities
6. Leasing property for school use
 |  |
| **8.** | **Where are your funds from?** Board, community, Ministry, or a mixture  |  |

**Ministry consent criteria – to receive Ministry consent, all four criteria must be satisfied**

|  |  |  |
| --- | --- | --- |
| **9.** | **Educational benefits** Please describe the proposed property project’s educational benefits, that will help the school deliver the curriculum  |  |
| **10.** | **Network considerations**Please describe how the network will be impacted by this project including:1. Will this project constrain the future use of this site? E.g. is there significant space for the Ministry to cater for any future roll-growth classrooms to be built?
2. How are other schools in your local network affected by this project?
3. Does this project cater for out of zone students? *If so, consent will not be given*
 |  |
| **11.** | **Financial status**1. How are you going to fund this project? Including:
2. how is the actual build/purchase being funded?
3. How are you going to fund the ongoing maintenance and operating costs? (in 10, 20, 30 years time) *NB this must be done using discretionary funding only*
4. If you are using surplus operational funding for this project, please provide details as to how all operational needs of your school are being met
5. If you are borrowing funds, please describe how you have met all the borrowing requirements contained in the Financial Information for Schools Handbook (link: <https://www.education.govt.nz/assets/Documents/School/Running-a-school/Financial-Information-for-Schools-Handbook/Financial-Information-for-Schools-Handbook-2018.pdf>)
6. Have you received accounting advice from the financial advisor at your Ministry office? If so, attach advice.
 |  |
| **12.** | **Property standards**1. What is being done to ensure this project complies with Ministry design and health & safety requirements? Both now and in the future.

Note: you will need to provide a Design Certificate, Observation Certificate, Occupancy for Use Certificate and Asset Update Form. You can find these forms here: <http://www.education.govt.nz/school/property/state-schools/project-management/project-management-forms/>1. Are you building or buying a building? If so, attach the relevant report (Fit for Purpose: https://www.education.govt.nz/assets/Documents/Primary-Secondary/Property/Funding/Fit-for-purpose-assessment-form.pdf) from a qualified building consultant for the building
 |  |

**Section C: Other considerations**

**Have you considered?**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Insurance | □ | □ |
| Site work costs | □ | □ |
| Administration (e.g. paperwork, building consent, etc.) | □ | □ |
| Procedural guidelines | □ | □ |
| Ministry’s design standard guidelines (DQLS)? | □ | □ |