



## NZPF National Property Fund

### Application for Project Approval

*This form is used for the purpose of seeking formal approval for a Capital Works project to be undertaken on a Playcentre building, where no funding from the NZPF National Property Fund is being used for the Capital Works project.*

*When completing this form - please refer to the NZPF "[Notes to Help You Complete the NZPF Project Approval Form](#)" document.*

1. Date
  
2. Name of Playcentre XXXXXX
  
3. Address of Playcentre XXXXXX
  
4. Playcentre contact person XXXXXX  
 Phone numbers XXXXXX  
 E-mail XXXXXX  
 Designation/Position XXXXXX

5. Basic Description of Project XXXXXX  
 Project Category

| CATEGORY   | Which Category Do You Think & Why |
|--|-----------------------------------|
| <b><u>CATEGORY A: MAINTENANCE (MAJOR)</u></b><br>Total Project Cost - between \$500.00 - \$10,000.00   | <u>XXXXXX</u>                     |
| <b><u>CATEGORY B: EMERGENCY</u></b><br>Minimum Total Project Cost - \$1,000.00   | <u>XXXXXX</u>                     |
| <b><u>CATEGORY C: CAPITAL WORKS</u></b><br>Total Project Cost - between \$7,500.00 - \$100,000.00  | <u>XXXXXX</u>                     |
| <b><u>CATEGORY D: NEW LAND AND/OR BUILDINGS FOR EXISTING PLAYCENTRES</u></b><br>Maximum allocation for new land - \$200,000.00<br>Maximum allocation for new building - \$200,000.00 | <u>XXXXXX</u>                     |

**Project Priority**

|   | DESCRIPTION  | Which Priority Do You Think and Why |
|---|--|-------------------------------------|
| 1 | Regulation non-compliance and/or immediate health and safety risk, such as lead based paint, asbestos and sanitary hazards. Loss of premises.  | XXXXXX                              |
| 2 | Projects which if left longer will result in additional significantly compounding costs and exponential damage - e.g. leaking roof, floor/sub-floor damage, electrical failure, etc. | XXXXXX                              |
| 3 | All other projects including new land and or buildings.  | XXXXXX                              |

6. **Details of any External Funding Applications Made in relation to this project**

XXXXXX

7. **Outline of Existing Situation (please include photographs)**

XXXXXX

8. **Detailed Description of the Work to Be Undertaken**

XXXXXX

9. **Project Manager**

XXXXXX

Phone numbers

XXXXXX

E-mail

XXXXXX

Designation/Position

XXXXXX

10. **Any Approvals Required**

|                       | Is Approval Required? | Is Copy of Written Approval Attached? |
|-----------------------|-----------------------|---------------------------------------|
| Ministry of Education | <u>Yes / No / n/a</u> | <u>Yes / No / n/a</u>                 |
| Leasor / landlord     | <u>Yes / No / n/a</u> | <u>Yes / No / n/a</u>                 |
| Local Authority       | <u>Yes / No / n/a</u> | <u>Yes / No / n/a</u>                 |
| Health Department     | <u>Yes / No / n/a</u> | <u>Yes / No / n/a</u>                 |

11. **Comparative Quotes (cut & paste this section for each component of the project)**

Quote For

XXXXXX

|                                | Preferred Quote | Alternative Quote |
|--------------------------------|-----------------|-------------------|
| Quote Provided By              | XXXXXX          | XXXXXX            |
| Date of Quote                  | XXXXXX          | XXXXXX            |
| Total of Quote (excluding GST) | \$xxx.xx        | \$xxx.xx          |
|                                |                 |                   |
| Reason for Preferred Quote     | XXXXXX          |                   |

(add copies of all quotes)

## 12. Summary of Expenditure

|   | Contractor/Supplier | Amount          |
|---|---------------------|-----------------|
| Project Manager / Overseer  | XXXXXX              | \$xxx.xx        |
| Architect / Draughtsman   | XXXXXX              | \$xxx.xx        |
| Building Consent/LIM/PIM  | XXXXXX              | \$xxx.xx        |
| Building Contractor (s)<br>(include Roof/fences/gates/drives/paths) | XXXXXX              | \$xxx.xx        |
|   | XXXXXX              | \$xxx.xx        |
|   | XXXXXX              | \$xxx.xx        |
| Electrician   | XXXXXX              | \$xxx.xx        |
| Plumber (include drain-laying/earthworks)                           | XXXXXX              | \$xxx.xx        |
| Painting/Decorating   | XXXXXX              | \$xxx.xx        |
| Legal Costs   | XXXXXX              | \$xxx.xx        |
| Surveys - Site / Building   | XXXXXX              | \$xxx.xx        |
| Other Costs   | XXXXXX              | \$xxx.xx        |
|   | XXXXXX              | \$xxx.xx        |
| <b>TOTAL EXPENDITURE</b>  |                     | <b>\$xxx.xx</b> |

## 13. Confirmations

In signing this Application You are Confirming that:

- the information contained in this application is correct. XXXXXX
- the project has been approved by your Playcentre community. XXXXXX
- you authorise the NZPF Property & Assets Manager to have read only access to your Playcentre Committee's Xero account. XXXXXX

- when the project is completed, you will provide the NZPF Property & Assets Manager with a completed Final Report.

XXXXXX

## Signature

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### 19. Other Supporting Documentation Required

In addition to this Form - the following additional supporting documentation is required:

- a. *(if it hasn't already been provided)* - the completed National Property Database booklet & documentation. Yes / No / n/a
- b. photographs showing the existing situation, issues or problems *(Section 8)*. Yes / No / n/a
- c. copies of all approval documents *(Section 12)*. Yes / No / n/a
- d. copies of all quotes provided *(Sections 15-16)*. Yes / No / n/a