

# Playcentre Aotearoa's Application for Project Approval



## National Property Fund

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 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 Project Approval Form" document.

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*When you fill out the form electronically - you simply put your cursor in front of the red full-stop and start typing.*

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1. **Date** .
2. **Name of Playcentre** .
3. **Address of Playcentre** .
4. **Playcentre contact person** .
  - Phone numbers .
  - E-mail .
  - Designation/Position .
5. **Basic Description of Project** .

Project Category

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



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## 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.	.
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.	.
3	All other projects including new land and or buildings.	.

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

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

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

.

### 9. Project Manager

Phone numbers .  
E-mail .  
Designation/Position .

### 10. Any Approvals Required

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



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

Quote For .

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

(add copies of all quotes)

## 12. Summary of Expenditure

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



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## 13. Confirmations

In signing this application you are confirming that:

- the information contained in this application is correct. .
- the project has been approved by your Playcentre community. .
- when the project is completed, you will provide the Property & Assets Manager with a completed Final Report. .

Signature

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## 14. 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

