

Playcentre Aotearoa's Application for Project Approval



This form is used for the purpose of seeking formal approval for Maintenance, Emergency and Capital Works projects to be undertaken on a Playcentre building, where no funding assistance is being sought from the National Property Budget. This form must be completed PRIOR to beginning a building project that affects the structure/layout of the Playcentre (either internally or externally) and includes playground development or purchasing fixed assets/equipment or appliances.

- **ALL PROJECT START DATES TO BE NOTIFIED TO (& APPROVED BY) THE PROPERTY TEAM PRIOR TO STARTING DATE**
 - This form **MUST** be sent to the Property Team **BEFORE** work commences or purchase is made
 - **NO work shall begin or purchase made until written approval is received from Playcentre Aotearoa**
 - Permission whether or not to proceed with the work or purchase will be provided within 7 days from Playcentre Aotearoa
 - Landlord permissions may need to be sought for your project to proceed. Please do not proceed with any works until the Property Team provide confirmation the project can proceed
 - Please contact the Property Team if you are unsure whether you need to carry out asbestos or lead testing for your project
 - Once completed, please supply photos and confirmation of project completion
 - If you are seeking funding assistance from the National Property Budget from Playcentre Aotearoa please complete Form 12.1.1 Application for Funding and Project Approval instead
 - If the work is not carried out within 4 months, re-confirmation will be required
 - Please file this approval form in your Property Manual/Folder at centre
- When completing this form - please refer to the "Notes to Help You Complete the Project Approval Form" document

Name of Playcentre:		Date:
Project or Purchase Description <i>Please attach all available drawings/plans/ photos</i>		
Is this part of 5-year Property & Equipment Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please explain)</i>	
Has this been discussed fully with the Playcentre member group?	<input type="checkbox"/> Yes <i>(Provide meeting minutes)</i> <input type="checkbox"/> No <i>(Please explain why)</i>	
Has the proposed works /purchase been agreed with Playcentre committee?	<input type="checkbox"/> Yes <i>(Provide meeting minutes)</i> <input type="checkbox"/> No <i>(Please explain why)</i>	
Cost of work / purchase <i>(please ensure quotes are attached)</i>		
How do you plan to finance this? <i>(Please include any grants applied for or received for this project)</i>		
Is the expenditure included in your budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please explain)</i>	
When will the work be done/purchase be made?		
Playcentre Representative Signature & Date:		
Confirm the 12.1.3 Asbestos and Lead Acknowledgement Form has been completed and signed. <i>(include a copy with this application & a copy of the asbestos refurbishment survey and/or lead testing report once completed, prior to work starting on site)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please explain)</i>
Contact Details for person in charge of project <i>(This person will supervise the work to ensure it is completed to a satisfactory standard and report to Property Team)</i>		Name: Contact:
For Building Projects Name of tradesperson/s <i>(further information may be required for large projects)</i>		Builder / Plumber / Roofer / Flooring / etc
Playcentre Aotearoa Property Team Signature & Date:		

