



Playcentre Aotearoa's Notes to help you

Non Funded Project Approval Application

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

Name of Playcentre

Name of the Playcentre applying for non-funded project approval

Date

The date of this application

Project or Purchase Description

The type of project or equipment (structure/layout, internal/external, building/playground, fixed assets, equipment or appliances) description, i.e. Kitchen upgrade, roof replacement, resolve drainage issues. Please include copies of all drawings, plans, and photos of the existing situation. This information, as well as informing the Property Team, will be uploaded to the Property Database.

Is this part of a 5-year Property and Equipment plan?

5-year property, equipment and maintenance plans are recommended to help your Centre and the Property Team plan what projects, equipment and maintenance needs to be carried out within that period. Previous property surveys and inspections can assist with informing which are the most urgent projects. If you would like to know more about 5-year plans please check out the [Property Manual](#) on the website or contact your [Regional Property Coordinator](#) for information specific to your Centre.

Has this been discussed fully with the Playcentre Member Group?

It is important before starting any projects that ALL Playcentre Members are consulted and robust discussions are had around what projects and equipment are important/urgent and which can be undertaken at a later date.

Has the proposed works/purchase been agreed with Playcentre Committee?

Once everyone has agreed which projects/purchases are important then the Playcentre Committee must agree to undertake the particular project being applied for in this application.

Cost of Work/Purchase

A minimum of two quotes should be provided for any work or purchases. If you are unable to provide two quotes, please outline why. Please attach the quotes and any other costing information you deem relevant to this application. This information, as well as informing the Property Team, will be uploaded to the Property Database. An Asbestos Refurbishment Survey must be included in the costs if the Centre is old than 1 January 2000 for Asbestos and 1980 for lead. Refer to the Asbestos and Lead Acknowledgement Sheet which is available on the website alongside this Project Application.

How do you plan to finance this?

How will you pay for this project? Will it be via funds you already have in your bank account, fundraising, external grants, donations, parent time or other means? Please include a list showing the breakdown. Please





Is the expenditure included in your budget?

Has the money for this project or purchase been included in this year's financial budget? If it isn't in the Centre's annual budget, why is this? It is recommended that projects and purchases are included in the budget to help your Centre understand what projects and purchases are essential or planned for the coming year. This helps with finances and also with planning working bees and programming of works.

When will the work be done/purchase made?

It is important to note when the work or purchase is planned for. If for any reason the work or purchase is unable to be carried out within 6 months of this application you will need to re-confirm approval with your [Regional Property Coordinator](#).

Playcentre Representative Signature and Date

Centre Member who is completing this form or another Playcentre Committee Member from the Centre is to sign and date this form.

Confirm the 12.1.3 Asbestos and Lead Acknowledgement Form has been completed and signed.

The 12.1.3 Asbestos and Lead Acknowledgement is available on the website alongside this Project Applications. This Acknowledge Form must be read and signed and returned along with this Project Application Form. Once the Asbestos Refurbishment Survey and/or lead testing report has been completed a copy of this must be sent to the Regional Property Coordinator and provided to all Contractors prior to work starting on a building. This includes any parent or other volunteer or member of the public undertaking any building work.

Contact Details for Person in Charge of Project

The Centre Member, or family of Centre Member, should be responsible for managing the project. This person will be responsible for managing the paperwork, quotes and tradespeople, understanding any hazards or requirements (i.e. Asbestos), ensure the work is completed to a satisfactory standard and reporting back to the [Regional Property Coordinator](#).

For Building Projects – Name of Tradesperson/s

Please note the Company name of all the tradespeople involved in the project. For larger projects please list the Company Name, Contact Person and Contact Details. Please use another page if necessary to note these details. Please see additional requirements for Asbestos Surveys and Lead Testing.

Playcentre Aotearoa Regional Property Coordinator Signature and Date

This application must be approved and signed by your [Regional Property Coordinator](#) prior to commencing any work or purchasing equipment.