

# Lease Acquisition Approval Request Template

Date:     
DAY MONTH YEAR

Agency:

Title:

Contact person:

Phone numbers:

## Property Description<sup>1</sup>

City:

Property address:

Total area (sqm):

Office accommodation (sqm):

Public interface (sqm):

Other (please describe):

Estimated FTE:

Proposed occupancy density ratio (m<sup>2</sup>/person):

Date of seismic assessment:

DSA, IEP, or ISA<sup>2</sup>:

Asbestos Management Plan (if pre 2000):  Yes  No

<sup>1</sup> Refer to **GPG Property Definitions**

<sup>2</sup> Detailed Seismic Assessment, Initial Seismic Assessment or Initial Evaluation Procedure.

## Commercial terms

Lease type:

Lease terms:  
commencement dates,  
rights of renewal:

Rights to increase/  
decrease space:

Proposed gross rental:

Fit out costs:

Building grade:

## Key Business Drivers

What are the key drivers of this proposal (i.e. the reason for action, pressure (for space/reduce cost, non-negotiable elements)?)

How does the proposal align with the Government expectations for property?

- › A citizen/community focus
- › A drive to collaboration between agencies
- › Providing workplaces that value people
- › Value for money for the taxpayer

## Procurement Process

What options have been considered, why was this option selected?

Outline the procurement process:

Reasons for opt-out, this section is not required where the opt out rules have not been applied. Best practice is for opt out provisions to normally be used for leases in the same building, neighbouring building, emergency (time constraints):

## Workplace Design

How does the proposal meet the eight principles of workplace design?:

- › Open-plan working environment
- › Shared collaborative and quiet spaces
- › Utilisation of technology
- › Mobility and adaptability
- › Consistent design
- › Choice of workplace settings
- › Safe and secure environment
- › Spaceless growth

Provide a short commentary against each principle:

## GPG documentation to be used for this proposal

	Yes	No
Development Agreement	<input type="radio"/>	<input type="radio"/>
Agreement to Lease	<input type="radio"/>	<input type="radio"/>
Deed of Lease	<input type="radio"/>	<input type="radio"/>
Building Performance Specification	<input type="radio"/>	<input type="radio"/>
Co-location Agreement	<input type="radio"/>	<input type="radio"/>

Request endorsed by:

Signature

*(Agency Property Manager)*

Name

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

DAY

MONTH

YEAR

3 Refer to **GPG 8 Principles of Workplace Design**

