

Approval process for the acquisition, disposal and renewal of leases

This is a two stage process:

STAGE 1

1. Agency undertakes property planning appropriate to its needs.
2. Agency engages with GPG early in the planning cycle.
3. If GPG endorses renewal strategy, no 2nd stage approval required.
4. Agency engages with the GPG team before undertaking any market research or engagement.
5. The Steering Group/Working Group/GPG approve a proposed course of action.
6. GPG or the agency engages with the market.
7. If declined, the GPG will engage with the agency before formal confirmation is given.

Note:

It is important to include as much information as possible in the Approval Application Form to avoid delays in the approval process.

Every endeavour will be made to process approval requests within ten working days of receipt. However, where additional information is required this period may be extended.

STAGE 2

1. Complete Approval Application Form and forward to the GPG team.
2. Include details appropriate to the submission; eg commercial terms and information on asbestos or seismic resilience.
3. GPG to obtain approval from the Director Delivery Services, NZGPP.
4. An electronic copy of the approval will be provided to the agency.
5. Retrospective applications will be noted, and acknowledged by e-mail.

1ST STAGE

