Victoria State Government | Education and Training logo

Land Use Proposal Form 2019-20

If the Department of Education and Training (DET) is the land owner at the site of the proposed project the Applicant must complete this form.

It is a condition of funding, under the Children’s Facilities Capital Program, that applicants provide a record of permission to occupy any relevant land controlled by the Minister for Education.

If your application is successful for either the construction and/or renovation of a building, you must enter into a lease agreement or revise your existing lease agreement with the Department of Education and Training (DET). The lease agreement will set out respective rights and obligations of the parties and govern arrangements as to all dealings with that land and any premises. **By signing this form, the Applicant agrees to enter into a lease based on DET’s template lease for the Children’s Facilities Capital Program and not to enter into a contract for any works proposed in their application or access a school site until the lease is executed**. [Reformat/reword as necessary]

*Please indicate what type of grant you applied for:*

Integrated Children’s Centre Grant  New Early Learning Facility Grant  Early Learning Facility Upgrade Grant

**This form must be accompanied by a site plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Legal name of Applicant |  | | | | | |
| Business name  (*if applicable*) |  | | Australian Business Number *(ABN)* | | |  |
| Postal address |  | | | | | |
| Suburb/town |  | | | Postcode |  | |
| Authorised Person | Title:       First Name:       Last Name: | | | | | |
| Position |  | | | | | |
| Telephone number |  | | | | | |
| Project Cost |  | Site Plan Attached | | |  | |

**Authorised Representative of Applicant**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School name |  | School Number | |  | |
| Street address |  | | | | |
| Suburb/town |  | | Postcode | |  |

I hereby acknowledge that the School Council supports the application for funding from the Children’s Facilities Capital Program in relation to the building referred to in the Application Form which is owned or controlled by the Minister for Education.

**School Council President**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Principal**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On completing Page 1 send to DET Regional Provision and Planning Manager for completion of Page 2**

|  |  |
| --- | --- |
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**This page to be completed by Department of Education and Training**

**DET Regional Office**

I hereby acknowledge that DET \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region supports the application for funding from the Children’s Facilities Capital Program in relation to the proposed project to be undertaken on the premises owned or controlled by the Minister for Education as listed page one of this form.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DET Regional Office Agreement**

**DET Victorian School Building Authority**

I hereby acknowledge that all previous sections of this form have been completed by the relevant parties and that a site plan has been attached as indicated.

I have reviewed the information supplied and I am satisfied that the proposed project is appropriate for the site listed.

Should the proposed project be recommended for funding from the Children’s Facilities Capital Program, I give in-principle approval for the applicant to undertake the proposed work on land owned or controlled by the Minister for Education, contingent on the applicant signing a capital funding agreement and a lease agreement with DET and providing final plans and specification to the Victorian School Building Authority for approval.

**DET Victorian School Building Authority Agreement**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**