

# Form 1: Third Party Occupancy Application for Approval in Principle



To be completed digitally by board of trustees and sent to local Ministry office

Under Schedule 6 Clause 36 Education Act 1989 you may grant a lease or licence to occupy part of the school site with the consent of the Secretary for Education. This form is intended to speed up applications for consent.

Submission date

/ / DD/MM/YYYY

## PART A - Details of the school

School name

School number

Name of contact at school

Phone

Email

Type of application (select one)

New

Renewal

Variation

## PART B - Details of third party

**B1** Name of third party proposing to occupy part of school site (NOTE – if there is more than one third party you must fill in a separate form for each third party)

Address

Email

Phone

**B2** Nature of third party (tick as many as apply)

Licensed early childhood provider

Community (not for profit) organisation

Registered charity

Local Council

Sports association

Pool operator

Commercial organisation

Registered company

Registered incorporated society

Other (please state)

## PART C - Details of proposed use

**C1** Purpose of occupation

**C2** Nature of facilities to be occupied by third party (tick as many as apply)

Classroom

Hall

Grounds

Car parking area

Pool

Ultrafast broadband infrastructure

Gym

Other (please state)

**C3** Type of use (tick as many as apply)

The third party proposes to:

Use an existing facility owned by the Crown

Use an existing facility owned by the BoT

Use an existing facility owned by the third party itself

Use an existing facility owned by someone else (please state)

Construct a new facility to be owned by the Crown and/or BoT (please state)

Construct a new facility to be owned by the third party

Alter or rebuild an existing facility

Sharing access to ultrafast broadband fibre/access to locate ICT equipment

Joint ownership

Other (please state)

**C4** Will any new buildings/improvements be removable?

Yes

No

**C5** The third party proposes to (tick as many as apply)

Have exclusive use or control of the facility at all times

Have exclusive use or control of the facility outside school hours

Share use with the school

Share use with another third party and/or the public

If the use will be shared complete the following

**Specific hours the school will use:**

**Specific hours the third party will occupy:**

How will the costs be shared?

Will the school and/or public be charged fees to use this facility?

Yes                      No

If yes, how much?

**C6** Proposed term of occupancy

Years

Months

Any rights of renewal proposed?

Yes                      No

**If yes, provide length of term (years/months)**

Proposed rent/licence fee (if any)

Proposed starting date

/ / DD/MM/YYYY

Peppercorn rental?

Yes                      No

**C7** What is the proposed benefit to students enrolled at the school (if any)?

**C8** Please list any special requirements which are not covered in our standard agreements (eg. infrastructure, carparks, health and safety)

**C9** Is a Guarantor required?

Yes                      No

**C10** Guarantor contact details:

Name

Address

Email

Phone

## PART D - Funding

- D1** How will this project be funded (if applicable)?  
Please tick all that apply.
- List approximate \$ amounts or percentage of cost if possible.
- Ministry funding programme (specify)
- Board funds (state source)
- Other community funds
- Grant (other than Ministry of Education grant)
- Funding by third party
- D2** If the third party proposes to make capital contributions please state  
Approximate amount to be spent by the third party
- Does the third party expect any ownership interest in return for their contribution?
- Yes                      No
- If yes, please give details
- D3** List any significant impact on the current school infrastructure (eg. electricity, water, carparks)
- D4** List any health and safety issues (eg. extra traffic, public access, supervision)

## PART E - Next steps

Please send a completed **digital** copy of this form to your local Ministry office, and **PLEASE ATTACH:**

- **Any adjoining paperwork (eg. plans, submissions, consents, business case, company certificate, trust certificate)**
- The board resolution approving the proposal
- **DO NOT** attach any legal agreements such as leases at this stage – the Ministry will tell you once you have received AIP which documents are to be used.
- **DO NOT** print and scan this form

The local office will review the form, seek extra information from you if necessary and send the form to National Office along with a recommendation to give or withhold consents.

The Secretary will consider your application and give or withhold consent (with or without conditions), and notify local office.

Local office will advise you of the decisions and tell you what template documents are to be used.

Then you can fill in the template documents and send to the local office. If you use the Ministry's standard documents you should not need legal advice in normal circumstances.

The local office will send the completed documents to national office for formal sign off. The local office will retain a copy of the documents and update PMIS.