Land Use Proposal Form (LUPF)

Department of Education (DE) Land

# Process Information

If the Department of Education (DE) is the landowner at the site of the proposed project you must complete the following tasks as part of your Building Blocks grant application:

* **Contact the Early Childhood Grants team** by emailing [building.blocks@education.vic.gov.au](mailto:building.blocks@education.vic.gov.au) as early as possible during the development of your proposal to discuss the approach to land and project delivery.
* **Contact the relevant DE Regional Provision and Planning Manager** to discuss the proposed project and seek their support. They will be required to sign off on the LUPF. The details for the schools relevant regional provision and planning manager can be found [here](https://www2.education.vic.gov.au/pal/asset-management-planning/policy). It is important to **start this process as early as possible prior** to submitting your application.
* **Complete this** LUPFand submit it along with **all** **required documentation** as part of your project application in Smarty Grants*. Your Building Blocks grant application will be considered ineligible if all required information is not provided.*
* **Your application must** include the following **required documentation**:
  + a completed LUPF (this form)
  + a copy of any existing lease or agreement between relevant parties
  + a detailed design of your proposal
  + 2 quotes from a qualified professional for projects below $75,000 (GST inclusive) *or* 3 quotes for projects exceeding $75,000 (GST inclusive)
  + structural assessment reports (if works are proposed to a roof i.e. solar installations or extensions of roof line or roof upgrades).
  + a mark-up of a School Plan (previously Schools Asset Management Plan) or Site Plan indicating clearly where the proposed works will be carried out.

**Please note:** if your application is successful, you must enter into an agreement with DE. The agreement will set out respective rights and obligations of the parties and govern arrangements as to all dealings with that land and any premises.

### Land Use Proposal Form

##### This section is to be completed and signed by the applicants Authorised Representative

|  |  |
| --- | --- |
| Application ID |  |
| **Applicant** |  |
| **Kindergarten name** |  |
| **School name** |  |

Please indicate which Building Blocks grant you are applying for

|  |
| --- |
| Improvement |
| Early Learning Facility Upgrade Grant |
| Minor Infrastructure Grant |
| **Inclusion** |
| Buildings and Playgrounds Grant |

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name of applicant |  | | |
| **Business name (if applicable)** |  | | |
| **ABN** |  | | |
| **Postal address** |  | | |
| **Suburb/town** |  | **Postcode** |  |
| **Authorised person** | *Title:* | | |
| **Position** |  | | |
| **Phone number** |  | | |
| **Project cost** |  | | |

By signing this form, the applicant agrees to enter into an agreement prepared by DE for Building Blocks and not to enter into a contract for any other works proposed in their application or access a school site until the agreement is executed.

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

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

##### This section is to be competed and signed by the School Principal and the School Council President

I hereby acknowledge that the School Council supports the application for funding from Building Blocks in relation to the building referred to in the application form on land which is owned or controlled by the Minister for Education.

|  |  |  |  |
| --- | --- | --- | --- |
| School name |  | School number |  |
| **Street address** |  | | |
| **Suburb/town** |  | **Postcode** |  |

|  |  |
| --- | --- |
| School Council President | School Principal |
| Signature:  Name:  Date: | Signature:  Name:  Date: |

##### This section is to be signed by the Manager, Provision and Planning

The site of the proposed project has been evaluated and determined to have no adverse impact on current or future school provision needs.

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

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

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

### ***Internal Use Only***

###### Manager School Operations, Property Branch, Major Projects & Property Division

The site of the proposal has been evaluated and is determined not to be impacted by land title discrepancies or encumbrances and takes into account the need for any or current Community Joint Use agreements or Leases and Licenses (excluding school hire licenses).

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

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

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

###### Manager, Early Childhood Operations, Property Branch, Major Projects & Property Division

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

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

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