

DEPARTMENT OF EDUCATION (DE) LAND USE PROPOSAL FORM

APPLICANT FORM

If the Department of Education (DE) is the landowner at the site of the proposed project the applicant must complete this form. It is a condition of funding, under the Building Blocks program, that applicants provide a record of permission to occupy any relevant land controlled by the Minister for Education.

For projects on Department of Education owned land, your application **must** include a **completed** Land Use Proposal Form (LUPF).

Department of Education regional provision and planning managers are the first point of contact for schools submitting grant applications for projects on Department owned land. Contact the Early Childhood Grants team at building.blocks@education.vic.gov.au if you need advice on who the relevant regional provision and planning manager is.

It is important to **start this process as early as possible** and ensure that you:

- communicate with the relevant regional provision and planning manager about the proposed project
- complete and sign the applicant section
- get the form signed by the school principal and the president of the school council
- attach quotes, site plan, proposed floor plan and any current lease or agreement to the form
- attach the completed form to your application.

The Early Childhood Grants team will send the completed form to the relevant regional provision and planning manager and the school operations and early childhood operations managers in the Property Branch, Major Projects & Property Division for final review and sign off.


If your application is successful, you must enter into an agreement or revise your existing agreement with the 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.

This section is to be completed & signed by the Applicants Authorised Representative

Application ID	
Applicant	
Kindergarten Name	
School Name	

Please indicate what type of Building Blocks grant you applied for:

Capacity Building Grant	Improvement Grant
<input type="checkbox"/> Integrated Children's Centre Grant	<input type="checkbox"/> Early Learning Facility Upgrade Grant
<input type="checkbox"/> New Early Learning Facilities Grant	<input type="checkbox"/> Minor Infrastructure Grant
<input type="checkbox"/> Modular Grant	Inclusion Grant
<input type="checkbox"/> Expansion Grant	<input type="checkbox"/> Buildings and Playgrounds Grant

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			
Phone number			
Project Cost		Site Plan and Proposed Floor Plan Attached	

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 works proposed in their application or access a school site until the agreement is executed.

Signature: _____

Position: _____

Name: _____

Date: _____

This section is to be completed 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: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____



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ASSESSMENT FORM

Manager Provision and Planning

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

Signature: _____

Name: _____

Date: _____

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, planning scheme zoning overlays, and takes into account the need for or any current Community Joint Use agreements or Leases and Licences (excluding school hire licences).

Signature: _____

Name: _____

Date: _____

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

Signature: _____

Name: _____

Date: _____

