

Request for Office Accommodation

<p><i>The purpose of this form is to ensure that your needs are clearly understood, allowing us to respond with the most suitable options in a timely manner. For assistance please contact the Planning Team at QGAO.</i></p>			<p>Date of request / /</p>	
Tenant details				
Department & unit name				
Current location(s)				
Preferred locality				
Facility Manager contact details				
Name		Phone		
Email				
Service delivery benefit (how will this new or additional accommodation will improve your agency's service delivery?)				
Cost benefit (any savings to Government?)				
Type of accommodation required				
<input type="checkbox"/> Office	<input type="checkbox"/> Storage	<input type="checkbox"/> Carparking	<input type="checkbox"/> Other	
Preferred start date		Estimated duration of occupancy		
No. of staff to be accommodated		Other functional needs to be accommodated		
<p><i>Other functional needs are those not always found in an administrative office that would take up space such as multiple service counters, large waiting areas, workshops, large item storage, EV chargers)</i></p>				
Funding				
<p>Approved for rent? Yes No</p> <p>Approved for fitout? Yes No Amount? \$</p>				

Requesting Department endorsement

Signed:

Position:

Department of Housing, Local Government, Planning and Public Works
acknowledgement and advice

Signed:

Position:

QGAO advice and next steps:

Return to: Manager, Planning Group, Queensland Government Accommodation Office, if direct email not known
Email to the QGAO Mailbox: ggao.enquiries@epw.qld.gov.au, or
Mail to: Queensland Government Accommodation Office, DHLGPPW, GPO Box 2457, Brisbane, QLD, 4001