FHS023 – Application Form for Major CAPEX Projects

(Second Phase)

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| Application details |
| Department and Division/Institute |  |
| Project name |  |
| Applicant name |  |
| Date of Phase 2 application |  |
| Contact telephone number |  |
| Email |  |
| Physical location of space (Building, level, room number) |  |
| Date of preliminary Phase 1 request to Physical Planning Committee |  |
| Date presented to Capital Planning and Projects (Nigel Haupt’s Department) |  |
| Is UCT the primary owner of space? |  | Yes |  | No |
| Total cost of project |  |
| Amount requested from UCT |  |
| Amount of Co-funding (if applicable) |  |
| Signature of HOD\* |  |
| Full name of HOD |  |

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| **Checklist (compulsory)** |
| If primary owner of space *not UCT:* signed approval or permission attached |  | Yes |  | No |
| Budget (including quotes) attached |  | Yes |  | No |
| Details of co-funding attached |  | Yes |  | No |
| Other supporting documents attached |  | Yes |  | No |

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| Physical Planning Committee Use Only  |
| Process Completed |  |  |
| Ranking |  |  |

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| Rationale for application |
| Please provide a detailed budget, drawings and rationale for this application. Please clarify how this space will be shared / utilized (if applicable). |
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| Comments Please comment on the following aspects |
| Ranking | Criteria | Comment |
| 1 | Health and safety risks |  |
| 2 | Facilitates teaching |  |
| 3 | Facilitates research |  |
| 4 | Minimal space requirements not fulfilled (See guide) |  |
| 5 | Application submitted previously |  |
| 6 | New staff member and space conversion |  |
| 7 | Facilitates growth of Division |  |
| 8 | Security requirements |  |