FHS028 – Request for New Space or Space Modification

(No funding requested)

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| Application details |
| Department and Division/Institute |  |
| Project name  |  |
| Applicant name |  |
| Date of application |  |
| Email |  |
| Contact telephone number  |  |
| Purpose of this application: |  | Notice ofown space modification |  | Request for space |
| Location of modification/ space request (if known) |  |
| Current owner of space (e.g. UCT, GSH) |  |
| **Only for new space requests:** |
| Current occupant of desired space, if known (Department, division) |  |
| Has a space allocation report been done by P&S?  |  | Yes |  | No |
| Can this space be shared with others? |  | Yes |  | No |
| Will funding be requested from UCT once space has been identified?(Note: applications for funding require separate minor or major capex form) |  | Yes |  | No |
| Signature of HOD\* |  |
| Full name of HOD |  |

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| Rationale for application |
| Please provide a motivation of up to 500 words for requesting new/more space or for doing modifications to your own space. For new space requests, please consult Space Priority Mapping Procedure and include number and details of staff members. For Own Space modifications, please note that even self-funded projects require prior PPC approval) |
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| Comments Please comment on the following aspects |
| Ranking | Criteria | Comment |
| 1 | Minimal space requirements not fulfilled (See guide) |  |
| 2 | New staff member and space conversion |  |
| 3 | Facilitates research |  |
| 4 | Facilitates teaching |  |
| 5 | Facilitates growth of Division |  |
| 6 | Other: security, health & safety |  |

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| Additional items (required) |
| Sketch of new space layout/modification attached |  | Yes |  | No |
| For new space, Space Allocation report attached |  | Yes |  | No |
| Other supporting documents attached (e.g. research grant proposal) |  | Yes |  | No |