**Space Request Form**

* Required Fields

# Name:

* **Date of request:**
* **Organisational Unit:**
* **Describe the project (including location of additional space if known, numbers/types of staff and facilities to be accommodated):**
* **How does your request comply with University/ College/ Service strategic plans?**
* **Have you rationalised existing space within your current space holding? Does your request produce an efficient/effective use of space? Please describe below:**
* **Funding Source/ Budget code:**
* **Timeline / date required:**

The form below is for minor, additional space requests out with the major projects included in the Estates Strategy. Submitted forms will be reviewed by the Space Management Team in Estates for confirmation or identification of workable solutions.

These will then be reviewed at the regular Space Management Delivery Board Meetings which occur every 4 to 6 weeks and are timed a week in advance of the Director of Estates meetings with the Senior Vice Principal for final approval of space requests. The originator of the form will then be contacted and, if the request is approved, a Project Manager will be allocated to deliver the project.

Requests for additional space will not be considered, or progressed, if your organisational unit’s current space data records have not been made available to the Estates Space Data & Drawings Manager

**\* Additional relevant information (for example, implications for unit if space not available):**

**\* Please confirm request has been approved by Head of College/Service? (the request cannot be progressed without this consent): Yes/No?:**

**\* Please confirm that you/your organizational unit submitted up to date space holding records during the Annual Space Audit Process: Yes/No?:**