

**REQUEST FOR ADVICE**

**CORE BUSINESS USER SEEKING AVAILABILITY OF SPACE FOR EXPANSION BID**

**CORE BUSINESS USER DETAILS**

Organisation:	
Applicant Name:	
Applicants Delegation:	
Telephone Number:	
Email address:	

**PROPOSED EXPANSION SCOPE**

Expansion Scope:

PROPOSED COURT LOCATION(S) <small>(Add rows if required)</small>	PROPOSED DAY(S)
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**SPACE REQUIREMENTS**

Please outlined the space requirements:

**PERMITTED ACTIVITY**

Please outlined the proposed use:

**MODIFICATIONS** *Note: modifications will not be considered until expansion bid funding is approved*

Are modifications/technology installations likely to be required:     YES     NO     UNKOWN

If yes, outline proposed modification/technology installations:

**CORE BUSINESS USER SIGNATURE**

x \_\_\_\_\_

Applicant Signature  
Name:  
Date:

**COURT SERVICES USE ONLY**

**SENIOR HUB MANAGER DETERMINATION**

- Copy to Registrar of \_\_\_\_\_ Court location
- Senior Hub Manager advice to OED form sent to RD for endorsement on:

**FUNDING RESULT**

Notification received from OED re- result of expansion bid on:

- Refused – No further action – File unless advised of further actions.
- Approved – CBU advised to lodge application form

\_\_\_\_\_  
Senior Hub Manager Signature

Name:

Position:

Date: