

Request for Office Accommodation

<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>				Date of request / /	
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					
Office	Storage	Carparking	Other		
Preferred start date		Estimated duration of occupancy			
No. of staff to be accommodated		Other functional needs to be accommodated			
<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>					
Funding					
Approved for rent? Yes No Approved for fitout? Yes No Amount? \$					

Requesting Department endorsement

Signed:

Position:

**Department of Housing 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, DHPW, GPO Box 2457, Brisbane, QLD, 4001