

# Application for New or Replacement POD Variation Notice and Agreement

Satellites & Sensory Resource Centres

## Type of occupancy

Please provide additional details if not included in dropdown

**On which school's site will the service be located?** *For example, the host or accommodating school*

**Which school provides or runs the service?** *For example, the base, lead or employing school*

**Date occupancy starts**

/ / DD/MM/YYYY

**Existing agreement in place** *If yes, please attach a copy, if available.*

☐

YES

NO

**Name of building in K2**

Attach a site plan as an appendix to show any buildings and/or land to be occupied.

## Cost sharing details

Please detail a Schedule of Recoverable Costs below. Host School cannot pass on costs for things they are already funded for such as Heat, Light & Water, and all recoverable costs must be fair and reasonable.

Operational component	Record of comments and agreements	Payment rate/frequency
Eg Cleaning	To be invoiced by Host School (actual & reasonable costs)	Per month/term
Eg Photocopying	To be invoiced by Host School	Per month/term
Eg Consumables	Lead School to pay \$	Per month/term
Agreed by Host School (print name, Position)	Signature	Date
Agreed by Lead School (print name, Position)	Signature	Date

## Property Advisor

Is the area recorded as legitimate area in K2?

YES

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NO

Comments/risks/concerns

Full name

Signature

Date

DD/MM/YYYY

## Infrastructure Manager

I endorse this application.

Full name

Signature

Date

DD/MM/YYYY

## Process

1. Te Mahau / Service (RTLb, Satellite, Sensory Resource Centre) identify a school with capacity to host with assistance from property advisors.
2. Base school initiate the Application, agree charges and both schools sign the application.
3. Host school send the application to their Property Advisor at the local Ministry office.
4. Property Advisor checks/updates the information in K2, attaches a site plan and signs the application which is then endorsed to the Infrastructure Manager.
5. When the application is received in National Office, the Leasing team prepare the POD Variation.
6. The POD Agreement is sent to the Host and Base Schools for sign off and then returned to the Ministry where it is signed by the National Property Services Group Manager.
7. Each Party receive a copy of the POD Agreement for their records.

**Note:** This process can take several weeks/months to complete. Although a Principal is empowered to sign the POD Agreement, some may require approval from the board and so will be held until the next board meeting. The Ministry cannot be held responsible for delays whilst the Agreements are awaiting sign off by the Host and Base schools.