



Lease acquisition

Approval request template

Agency:

Contact person:

Title:

Email:

Phone:

Property description¹

City:

Address + level(s):

Total lease area (m²):

Office area (m²):

Public interface (m²):

Other types of area (m²)
(please describe):

Seismic assessment
(date and % NBS):

Type of seismic assessment²:

Asbestos management plan (if pre-2000):	N/A	Yes	No
--	-----	-----	----

NABERSNZ (if required):	N/A	Yes	No
-------------------------	-----	-----	----

Estimated headcount:

Proposed occupancy
density ratio (m²/person):

¹ Refer to GPO Property definitions

² Detailed seismic assessment, initial seismic assessment or initial evaluation procedure



Commercial terms

Lease type: Gross Net

Lease terms:

Lease commencement date: Day Month Year

Rights of renewal:

Rights to increase/
decrease space:

Proposed rental (\$):	Total annual cost	\$ per sqm
	Gross	Net

Fitout costs:

Building grade:

Main reason for this proposal

Why you need this lease acquisition:

How does this proposal align with GPO Portfolio strategy principles?

- Resilience
- Value for money for the taxpayer
- People-centric
- Responsible stewardship

Workplace design

Has your organisation completed workplace design using GPO’s principles. Will these be applied to this proposal.

Provide a short commentary:

Applicable documents:

Development agreement	
Agreement to lease	
Deed of lease	
Building performance specification	
Co-location agreement	

Request submitted by:

Signature

Name

Date:

Day Month Year

Email completed form to
info@gpo.govt.nz