

APPLICATION FORM
CORE BUSINESS USER – APPLICATION TO REQUEST ALLOCATED SPACE WITHIN COURTHOUSE

Please note that this application form will be considered in accordance with the Court Services Policy – [Allocated use of space within courthouses by core business users](#)

ORGANISATION DETAILS			
Name of organisation			
Contact person and position held			
Telephone Number			
Email address			
DETAILS OF REQUEST			
Expansion bid funding – space approved on Request for Advice	<input type="checkbox"/> N/A <input type="checkbox"/> YES		
Requested court location			
Requested space			
Purpose for use of space/permitted activity <i>(further details can be attached)</i>			
Day(s) requested <i>(please tick)</i>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		
Duration <i>(please tick)</i>	Long Term (5 days per week)		
No. of attendees <i>(Total number of Core Business User staff requiring access to the allocated space).</i>			
Space modification/technology installation requested? <i>Note: Court Services preference is for Core Business users to use portable technology options.</i>			
NB: please attach a copy of the proposed scope of works. Final approval will not be given until all required actions are undertaken with Infrastructure & Assets and/or CTSD IDS as outlined in the court usage policy.			
If requested modifications are not supported, please tick the Core Business Users intention.	Withdraw the application Proceed with the application for allocated space without modifications.		
Any other additional requests?			
CORE BUSINESS USER ACKNOWLEDGMENT			
<input type="checkbox"/> I have read and understand the Court Services Policy: Allocated use of space within courthouses by Core Business Users <input type="checkbox"/> I understand that any associated approval will be subject to the terms of access set out in Schedule 1 of the policy. <input type="checkbox"/> I will ensure that any insurance certificates required under the Court Usage Policy remain current, and are made available to Court Services upon request (non DCJ only)			
Name: _____	Signature: _____	Delegation: _____	Date: _____

PTO- for 'Court Use Only' section

COURT USE ONLY

The application lodged by _____ for allocation of space at _____ courthouse is Approved/Refused by the Senior Hub Manager with reasons to be provided to the CBU (by the Registrar) using the following form:

- Refusal Form
- Approval Form – Approved access conditions

Senior Manager Name

Senior Manager Signature

Date: