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| --- | --- | --- |
| **Estates Management use only:** **Application No: Click here to enter text.** | **Request for transfer/allocation/vacate/change of space use across the University estate** |  |
| Campus: | Click here to enter text. | Building: | Click here to enter text. | Room No/Ref: | Click here to enter text. |
| Current use: | Click here to enter text. |
| Proposed use: | Click here to enter text. |
| Reasons for proposed change of ownership/ use: | Click here to enter text. |
| Requested by: | Name: | Click here to enter text. | Signed: | Click here to enter text. |
| **Role:** Click here to enter text. |
| Approved by: | Name: | Click here to enter text. | Signed: | Click here to enter text. |
| Dean/Director – delete as appropriate |
| Sent to Estates & Facilities on: | Click here to enter text. | **Estates Management use only: Received on:** | **Click here to enter text.** |
| **Once the above section is complete and dated, please forward to s.rogers2@wlv.ac.uk in Estates & Facilities Directorate.** |
| **Reviewed by Estates & Facilities** |
| Delete as appropriate:Recommended/Not Recommended | Reason for Decision: Click here to enter text. |
| Role: Click here to enter text. |
| Position: Click here to enter text. |
| Signed: Click here to enter text. |
| **Reviewed by Registry** |
| Delete as appropriate:Recommended/Not Recommended | Reason for Decision: Click here to enter text. |
| Role: Click here to enter text. |
| Position: Click here to enter text. |
| Signed: Click here to enter text. |
| **Reviewed by Directorate of Academic Support** |
| Delete as appropriate:Recommended/Not Recommended | Reason for Decision: Click here to enter text. |
| Role: Click here to enter text. |
| Position: Click here to enter text. |
| Signed: Click here to enter text. |
| **Following stakeholder comments above, the request will be submitted by E&FD to Corporate Management Team (CMT), and the outcome referred to the originating Dean/Director and Faculty Registrar.** |
| **Reviewed By CMT** | **Date**  | Click here to enter text. |
| Delete as appropriate:Agreed/Declined | Reason for Decision: Click here to enter text. |
| Signature of Chair/Delegated Authority:Click here to enter text. |
| Signed:Click here to enter text. |
| **Copied to:** |
| DAS - IT ServicesE&FD – Estates ManagementFinance Registry - Central Timetabling Unit |