



APPLICATION FOR MINOR BUILDING WORKS (Refer to as Works)

FACILITY PROJECT INFORMATION

Name of Facility		
Type of Facility	<input type="checkbox"/> Private Hospital <input type="checkbox"/> Nursing Post <input type="checkbox"/> Nursing Home	<input type="checkbox"/> Day Hospital Class A, B or D <input type="checkbox"/> Psychiatric Hostel
Project Name		
Department/Area of Works		

DESCRIPTION OF WORKS

Type of Works	<input type="checkbox"/> New Works <input type="checkbox"/> Alterations <input type="checkbox"/> Upgrade <input type="checkbox"/> Addition Service	<input type="checkbox"/> Maintenance/Repairs <input type="checkbox"/> Refurbishment <input type="checkbox"/> Change of Function <input type="checkbox"/> Additional Beds
Description of Works		

Rationale for Change	

DETAILS OF WORKS

Proposed date to commence <i>Works</i> :		Proposed date to complete <i>Works</i> :	
Proposed date new area/or service will be used			
Will the <i>Works</i> be staged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Staged <i>Works</i> – explain staging (<i>with timeframes</i>)			
Proposed cost of <i>Works</i>		Building Classification BCA Code	
Is the building multi storey?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, state how many storeys		Which storey is the proposed <i>Works</i> ?	
What is the age of the Building?			
Are there any current Conditions and/or Dispensations on this facility's Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, please list the Condition and/or Dispensation numbers (<i>e.g. 2020-X</i>)			

Are there any other Approvals required? <i>(e.g. Local council/Development Application)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, include date approved, or date approval expected		
Have you met with LARU to discuss the <i>Works</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, when		

PATIENTS AND SERVICES MANAGEMENT DURING WORKS

Will service continue whilst <i>Works</i> are being completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, explain:		
Temporary accommodation requirements.		
How visitors will be managed during building <i>Works</i> .		
If any changes in staffing are required.		
Will patient management be affected by the <i>Works</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, explain:		
Patient management.		
Work flows.		
Any changes to patient numbers.		
How patient safety and dignity are ensured.		

Will there be use of any contractor partitioning (hoarding)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, identify where, type of hoarding and advise of cleaning regime.			
Has the manger/senior nurse of area where <i>Works</i> will be attended been advised of the <i>Works</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of manager:			
Are there any Infection Control or paediatric issues that require consideration?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, explain:			
Name of Infection Control Officer:			
Is there any testing required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, explain:			

CONTACT LIST

Include name, company name and contact phone numbers and emails address

Project Co-coordinator:			
Name:			
Company:			
Phone:		Email:	
Clinical Contact Person:			
Name:			
Company:			
Phone:		Email:	
Builder or contractor:			
Name:			
Company:			
Phone:		Email:	
Architect / Draft Person:			
Name:			
Company:			
Phone:		Email:	
Engineering Services:			
Name:			
Company:			
Phone:		Email:	
Fire Services:			
Name:			
Company:			
Phone:		Email:	
Plumbing Services:			
Name:			
Company:			
Phone:		Email:	
Other:			
Name:			
Company:			
Phone:		Email:	

MANDATORY ATTACHMENTS

The following are required with this Application

Mandatory Attachments (MA)		Minimum Requirements on Attachments
MA 1	<p>Total Site Plan</p> <p>(This could be the fire evacuation plan)</p> <p>(Minimum size A3)</p>	<ul style="list-style-type: none"> · Show the total site. · Highlight or shade the area of the proposed <i>Works</i>. · Identify builders access area / builder yard
MA 2	<p>Existing (Current) Floor Plan of Area of Works</p> <p>(Minimum size A3)</p>	<ul style="list-style-type: none"> • Highlight area of the proposed Works. • The area of proposed <i>Works</i> should be shown in context of the department and the relationship to other adjacent areas (entry and escape points, major circulation corridors, lifts and stairs). • Diagrammatically show the current traffic flow patterns (using separate colours for: <ul style="list-style-type: none"> - patient flows; - services (goods/consumables coming in) - services (wastes coming out) • Cross reference where photographs (refer section 6) have been taken.
MA 3	<p>New Floor Plan of Area of Works</p> <p>(Minimum size A3)</p>	<ul style="list-style-type: none"> • Submit plans for the new (proposed) <i>Works</i>, which include: <ul style="list-style-type: none"> - Architectural layout – fully dimensioned, with all openings (doors, windows) shown and finishes noted; - Reflected ceiling plan (if any changes made otherwise photograph of existing ceiling will suffice); - Floor to ceiling dimensions noted, or section drawings provided; - Highlight engineering changes; - position of all furniture, fittings and equipment which will be in the room to be shown on the plan (this must be actual). • Diagrammatically show traffic flow patterns following completion of works (using separate colours) for: <ul style="list-style-type: none"> - patient flows; - services (goods/consumables coming in); - services (wastes coming out).
MA 4	<p>Engineering</p>	<ul style="list-style-type: none"> • Outline the extent of engineering work required, if any. Engineering services include: <ul style="list-style-type: none"> - Mechanical / ventilation;

		<ul style="list-style-type: none"> - Electrical; - Hydraulic / plumbing; - Fire; - Structural changes / requirements to facilitate new (proposed) Works.
MA 5	Finishes and FF&E Schedule (FF&E – Furniture, Fixtures and Equipment)	<ul style="list-style-type: none"> • Provide a written schedule identifying the fit-out room by room at occupation following completion of the <i>Works</i>. Requirements: <ul style="list-style-type: none"> - Finishes - Furniture - Fittings - Equipment (existing and new) - Equipment data sheets and/or product specification sheets of new FF&E or specialist finishes to be provided in support of the schedule.
MA 6	Photographs	<ul style="list-style-type: none"> • Provide photographs of the existing (current) room or area when the <i>Works</i> are proposed. Photographs should clearly identify existing furniture, fittings, equipment, room finishes and service outlets. • Position where photographs are taken should be referenced on the existing (current) floor plans.

DELCLARATION

Explanatory Note: The person signing this declaration must be either the licence holder or a person authorised by the licence holder

I,		
Name:		<i>Insert name</i>
Position:		<i>Insert position</i>
of		
		<i>Insert address</i>
declare that:		

1. All the information requested in the application form has been provided with the application.
2. All mandatory attachments will be submitted with the application form to LARU.
3. The *Works* have not commenced.
4. That *Works* will not commence until approval is granted.
5. The information contained in this declaration is true and correct. I am duly authorised to make this declaration. Further, I understand that if it is subsequently established that any information provided is not true and correct, any approval issued /licence may be suspended or revoked.

Name:	
Position:	
Signature:	
Date:	

Please email the completed form to LARUBuilding@health.wa.gov.au

Electronic application and mandatory attachments are acceptable.

All documents must be sent together. Individual items will not be accepted.

LARU is not responsible for the collation of documentation.

LARU will require a minimum of three weeks to process the application, upon receipt of all the required information.

Any documentation received after 1200 on Friday will be date-stamped as being received at 0900 on the following Monday morning.

No building documents will be accepted between 10 December & 10 January (inclusive) every year.