**estates services**

**UNIVERSITY OF OXFORD**

The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ

Tel: +44(0)1865 214887

Email: space.management@admin.ox.ac.uk

**SPACE RELEASE form**

|  |  |
| --- | --- |
| Space Release Ref : | <Job Number>  |
| Reported Date : | *<Reported Date>* |

Thank you for your request to release space.

Please complete the information below and obtain the required signatures of approval before returning the form for the attention of the Space Management Team at space.management@admin.ox.ac.uk.

The details of your request will be logged and the request allocated a reference number. We will aim to acknowledge your request and outline next steps within three working days of receipt of the space release form. We will also arrange to view the space you wish to release at the same time.

It remains the allocated department’s responsibility to pay all space, infrastructure and operational charges until the end of the financial year in which the request for release of space is approved and the department vacate the space. Approval to release space will not be given unless the space is free from restrictions on use or access.

Please note that the release of space will be subject to a formal handover and the existing department is responsible for ensuring the space is handed back in a suitable condition and emptied of all departmental belongings.

Please see the Standing Orders for further information regarding appropriate regulations on space [*https://www1.admin.ox.ac.uk/estates/aboutus/strategiesandpolicies/standingorders/space/*](https://www1.admin.ox.ac.uk/estates/aboutus/strategiesandpolicies/standingorders/space/)

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| **Applicant Details** |
| Name  |  |
| Position |  |
| Department |  |
| Division |  |
| Telephone |  |
| Email |  |

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|  |
| **Space Release Information** |
| Location of Space (Building, Space No, Area) |  |
| Number of Rooms |  |
| When do you wish to relinquish the space  |  |
| Does the Division have an alternative use for the space? (Y/N) | *If Yes, please seek guidance from Space Management on the process for reallocation of the space* |
| Will any space be required in lieu (Y/N) | *If Yes, please complete the Space Bid Form available from Space Management* |
| Is the space self-contained (e.g. does it have separate access) |  |
| **Reason for Space Release and Additional Information** |
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| **Department & Division Authorisation** |
| The following signatures are required before a release of space can be considered and notified to Buildings and Estates Sub-Committee (BESC). Please note that it is the responsibility of the department allocated the space to pay the space, infrastructure and operational charges appropriate for the building until the end of the financial year in which the space is de-allocated.**Signatures confirm that both the Division and Department our satisfied that the space is released. Division should notify Space Management if they wish to re-allocate space within the division.** |
|  **Divisional Rep***<Division>*  | Date |
|  **Head of Department***<Department Name>*  | Date |
| **Head of Division***<Division>*  | Date |

|  |
| --- |
| **For Space Management Team Use Only** |
| Completed Form Received on |  |
| Logged onto system on |  |

**Please return to:**
Space Management Team,
Estates Services, The Malthouse,

Tidmarsh Lane, Oxford OX1 1NQ

Email: space.management@admin.ox.ac.uk