

**PROCEDURE TO BE ADOPTED BY LOCAL COUNCILS FOR NEW ADMINISTRATIVE OFFICES**

**If Council intends building/buying premises to be used as its administrative offices, the following information is to be submitted to the Department for Local Government:**

1. Copy of Resolution (in minutes) by Council for a Call to be issued;
2. Copy of adverts;
3. Recommendation from Council, including a comparative statement (between the present Offices and the proposed premises);
4. List of tenders received (schedule of tenders)- including description, price, address etc;
5. Copy of resolution (in minutes) by Council showing decision on the preferred tendered) premises;
6. Plan and Site Plan of new premises;
7. Photo of façade of new premises;
8. Evaluation of new premises by Architect showing that price is fair and reasonable and the premises are in sound condition;
9. Any other relevant documentation;
10. Declaration by Council stating that any other permits needed (e.g. M.E.P.A. including change of use) have been obtained; and
11. Declaration plus documents showing that premises have been approved by the National Commission Persons with Disability.