

Local Government Act 2009

Council Controlled Site

Land Act 1994

Application for Improvement Works

- Notes:
- This application marks the formal process required to request the consent of Council as landlord for proposed works. **This form does not constitute a Development Application** under SPA 2009 for: a Material Change of Use, Operational Works or Building Works. However, please note that the lodgement of this form may trigger the need for a Development Approval.
 - Allow at least 4 weeks** from lodgement of your form before you receive a response from Council, as a number of Council business areas may need to be consulted about your application.
 - Please complete this application in BLOCK LETTERS and tick boxes where applicable. If a question does not apply, please indicate by writing "n/a".

1 Organisation Name

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2 Site Address

	Suburb	
	State	Postcode

3 Postal Address

	Suburb	
	State	Postcode

4 Contact Person's Details

Name:	
Phone:	Mobile:
Email:	

5 Go Clubs

 Is your organisation registered with Council's Go Clubs Program? Please tick

<input type="checkbox"/> Yes	<input type="checkbox"/> No ▶ for Sporting Clubs -This application cannot proceed without Go Clubs registration.	<input type="checkbox"/> N/A
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6 Lessee/Tenant Status

 Does your organisation hold tenure at this location? Please tick

	Yes ▶ <input type="checkbox"/> Lease <input type="checkbox"/> Licence/Permit <input type="checkbox"/> User Agreement <input type="checkbox"/> Other (please specify).....
	No ▶ if your organisation is a sub-tenant please attach letter of support from the head-lessee

7 Proposed Project

Project Name:	
Project Description: (include details of demonstrated need)	
Project Cost (Ex GST): (please include quotes, estimates or quantity survey)	\$
Estimated Start Date:	Estimated Completion Date:

8 Site Plan

 Have you included a site layout plan indicating the location of the proposed works to be undertaken (this plan may be a hand drawn sketch)? Please tick

	No ▶ This application cannot be processed without a plan.
	Yes ▶ Site layout plan attached

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9 Proposed Development

Tick all that apply.

Please include as applicable:

- Plans, including dimensions, site plans, materials to be used.
- Engineered designs or evidence of compliance with Australian Standards

Lighting <input type="checkbox"/> Field new <input type="checkbox"/> Field upgrade <input type="checkbox"/> Other.....	Construction <input type="checkbox"/> New building <input type="checkbox"/> Extension to existing building <input type="checkbox"/> Storage <input type="checkbox"/> Other.....	Land, Grounds, Fields <input type="checkbox"/> Fencing <input type="checkbox"/> Filling/Earthworks <input type="checkbox"/> Drainage <input type="checkbox"/> Irrigation <input type="checkbox"/> Other.....	Other <input type="checkbox"/> Shade Solutions <input type="checkbox"/> Play Equipment <input type="checkbox"/> Water Tank <input type="checkbox"/> Signage <input type="checkbox"/> Other.....
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10 Funding

How is your organisation funding this project? Please tick

<input type="checkbox"/>	Project will be partly or fully funded by club.	\$
<input type="checkbox"/>	Grant funding: <input type="checkbox"/> ▶ Club has successfully applied for a Grant <input type="checkbox"/> ▶ Club will be applying for a Grant Grant Name: _____ Closing date: _____ <input type="checkbox"/> ▶ A letter of support is required	\$
<input type="checkbox"/>	Sponsorship or Donation: <small>Please specify details</small>	\$
<input type="checkbox"/>	Other: <small>Please specify details</small>	\$
Total Available Funds		\$

Committee Representative's Consent (Duly authorised by the Club Executive)

Name:	
Committee Position:	
Signature:	Date: / /

- Cairns Regional Council is collecting your personal information for the purpose of processing your application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law.
- Under the terms and conditions of a Council Lease/User or Management Agreement, the written consent as landlord is required prior to the tenant undertaking any improvement works on the premises.
- This application is the formal process required to request the consent of Council as landlord to a proposal, and should be lodged at least 20 working days prior to the works commencing.
- This form does not constitute a Development Application, Operational Works Application or Building Works Application. The main aim of this form is to inform Cairns Regional Council of your intentions and to act as a trigger for further applications/approval, if required.
- Include all attachments as incomplete applications cannot be processed.
- For further information phone Council's Property Services team on (07) 4044 3044 or email property.services@cairns.qld.gov.au

OFFICE USE ONLY

- Go Clubs – is club registered?
- Does the Lease/ Agreement permit the works?
- Are the improvements in line with Council's Sustainability Policy?

Division:
 Parcel Number:
 Assessment Number:

SUPPORTING DOCUMENTATION ATTACHED

- site plan / location of proposed works
- building plans
- engineered designs / compliance with Australian Standards
- quotes, costs estimates or quantity survey