

Local Government Act 2009
 Land Act 1994

Council Controlled Site Application for Improvement Works

Please complete this application in BLOCK LETTERS and tick boxes where applicable.
 If a question does not apply, please indicate by writing "n/a".

A number of Council business areas may need to be consulted about your application so please allow at least 4 weeks from lodgement of your form before you receive a response from Council.

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	Mr	Mrs	Ms	Miss	Other
Phone	Mobile				
Email					

5 Go Clubs
 Is your organization registered with Council's Co Clubs Program? Please tick

<input type="checkbox"/> Yes	<input type="checkbox"/> No ▶ This application cannot proceed without Go Clubs registration.
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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 attached letter of support from the head-lessee

7 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

8 What is the Proposed Project and the Need of the Project?

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9 Proposed Development Tick all that apply, and supply required details

	<p>Lighting Attach the following:</p> <ul style="list-style-type: none"> • Lighting design prepared by an engineer or lighting supplier. • Statement of Certification that the design complies with Australian Standard 4282 Effects of Obstructive Lighting. • Photometric calculation at the lease boundaries or nearest residences for both horizontal and vertical planes. • On site layout plan indicate location of proposed lighting (include details of any new or existing poles, dimensions and materials). • Estimated time to complete project
	<p>Extension to existing building or New building work Attach the following</p> <ul style="list-style-type: none"> • Plans of proposal (clearly indicate existing structure, proposed extensions/new work, dimensions and materials to be used). • Advise the current use of existing building, and proposed use of any new or extension works. • Estimated time to complete project • Full details of dimensions (include floor area in m²) and materials.

Note: 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.

Council Controlled Site - Application for Improvement Works

Other – Play Equipment, Water Tank, Signage, Fencing and Filling/Earthworks and Drainage

Give details:

and

Attach the following:

- Full details of dimensions and materials.
- Estimated time to complete project

10 Project Costs

What are the costs for this project?

1.	\$
2.	\$
3.	\$
4.	\$
Total Project Costs Exc GST	\$
Total GST	\$
Total Project Costs Inc GST	\$

11 Funding

How is your organisation funding this project? Please tick

Project will be partly or fully funded by club.	\$
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: _____	\$
Sponsorship or Donation: <small>Please specify details</small>	\$
Other: <small>Please specify details</small>	\$
Total Available Funds	\$

12 Committee Representative's Consent

Name	Mr	Mrs	Ms	Miss	Other
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 Sport and Recreation business unit on (07) 4044 3553 or email sportrecreation@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?

Parcel Number:

Assessment Number: