

FACT SHEET

Occupying Council Property – Go Clubs Improvement Works Application

Under a tenure arrangement, Council’s consent must be obtained before making any improvements, additions or alterations within or to the leased area; permit or licence area; management agreement area and/or user agreement area.

The Occupier must submit an Improvement Works Application to obtain Council’s written consent for improvements, additions or alterations. For sub-tenants or co-tenants, an Improvement Works Application must include a letter of support for your proposed project from the Head-Lessee or co-tenant.

Work must not commence until Council provides written consent as the owner or trustee of the land. Council may approve, approve with conditions, or refuse applications, at its discretion.

Failure to obtain Council’s written consent before undertaking any improvements, additions or alterations may result in Council requiring the Occupier to remove the improvement or order the immediate non-use or securing of such items at the expense of the Occupier.

When is approval required?

Works to undertake minor maintenance or repairs e.g. fixing a door handle; or the like-for-like replacement e.g. replacing an internal door; repairing a roof etc; does not require prior approval.

Council approval must be obtained for any proposed improvements, additions or alterations within the leased area; permit or licence area; management agreement area and/or user agreement area; including but not limited to:

<p>Building Work</p> <ul style="list-style-type: none"> ➤ New building or shed ➤ Extension to existing building/s ➤ Removal of buildings/structures ➤ All ability improvements e.g. disability access ➤ Shipping Containers ➤ Storage ➤ Decking/Veranda/Patio ➤ Internal building works/refurbishment ➤ Skylights <p>Electrical/Mechanical/Fire/Security</p> <ul style="list-style-type: none"> ➤ Electrical upgrades ➤ Fire upgrades ➤ Air conditioning ➤ Fans ➤ Solar Panels ➤ Field/court lighting (new/upgrades) ➤ Other Lighting 	<p>Land, Grounds, Fields</p> <ul style="list-style-type: none"> ➤ Shade structures ➤ Activity related infrastructure e.g. goal posts, player shelters, grandstands, dugouts, scoreboards etc ➤ New or upgrades fields/courts ➤ Fencing ➤ Signage ➤ Filling/earthworks ➤ Drainage ➤ Playground equipment ➤ Tree or vegetation work (e.g. removal and/or pruning that cannot meet Australian Standards) ➤ Carpark upgrades <p>Plumbing</p> <ul style="list-style-type: none"> ➤ Bores ➤ Water tanks ➤ Irrigation ➤ Water connections
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How does our organisation apply?

Step 1: Prepare supporting information

Prepare the supporting documentation required for the improvement works application.

Mandatory

- **Registration with Council's Go Clubs – (Mandatory for All Improvements)**
- **Site Layout Plan/Aerial Image – (Mandatory for All Improvements)**
Submit a site layout plan drawn to scale and detailing the proposal showing existing building(s)/structures(s) on the site in relation to existing buildings/structures, access, parking area(s), open space, and setbacks from boundaries. If the plan is not drawn to scale, it needs to be annotated to show dimensions and setbacks from boundaries.
(Note: The drawings do not need to be professionally done, but need to be clearly drawn and annotated)
- **Quotation for works or cost estimates (with work breakdown) – (Mandatory for All Improvements)**
- **Certificate of Currency Public Liability Insurance – (Mandatory for All Improvements)**
Hold Public Liability Insurance in the amount of \$20,000,000;
Note: Cairns Regional Council **MUST** be listed as an interested party. (If these details are not listed, please contact your insurer and ask for this information to be included on an updated Certificate of Currency).
- **Elevation Plan – (Mandatory for Building and Structure Improvements)**
Submit an elevation drawing to show the height of the proposed building/structure.
(Note: The drawings do not need to be professionally done, but need to be clearly drawn and annotated)
- **Building Layout Plan – (Mandatory for Building Improvements)**
Submit a plan to show the location of the works in relation to the layout of the building
(Note: The drawings do not need to be professionally done, but need to be clearly drawn and annotated)
- **Letter of Support** - for your proposed project from the Lessee or co-tenant – *(Mandatory for sub-tenants and co-tenants)*

Desirable

- Other available plans that detail the works e.g. excavation and filling plans, lighting plans/lux plots, etc.

Step 2: Complete the Application

Complete the application form available at:

https://www.cairns.qld.gov.au/data/assets/pdf_file/0012/135120/ImproveWorks.pdf

Please ensure all supporting information is attached to your online application. If you are experiencing difficulty, please phone Council 1300 69 22 47 (Community Business Unit)

Step 3: Submit the Application

The improvement work application and supporting information are to be submitted to communitybusiness@cairns.qld.gov.au

An acknowledgement receipt will be sent on receipt of the application.

What is the timeframe for application assessment?

The Community Business team will consult with a number of internal stakeholders, about the proposed works.

For a fully completed application, the process can take up to four (4) weeks to assess and this timeframe should be considered when planning any works or applying for grants.

Incomplete applications or applications lacking supporting information will not be considered properly made and this will delay the assessment process. (**Note:** Organisations with outstanding Council debt, previous grant acquittals or outstanding public liability insurance may not be approved or may delay the application process.)

In certain cases, depending on the complexity of the proposed improvement, further approvals may be required from Council as the local government authority e.g. development approvals and building approvals.

What do we need to do once we have approval?

Council may approve, approve with conditions, or refuse applications for approval at its discretion. The approval letter will include conditions and works must be carried out in accordance with all conditions detailed in the approval letter.

Council approval through this process is **not** Development or Building approval nor does not guarantee successful Development or Building approval.

The improvement works must commence within 12 months of the date of the approval letter. After 12 months, the improvement works approval is no longer valid, and the Club will need to re-apply.

The organisation is responsible for all costs associated with development, construction, private certification (if required) and insurance of the works, and any ongoing building insurance, maintenance, replacement and repairs.

If the improvement is fixed to the land, the improvement reverts to Council's ownership when the premise is vacated.

What do we need to do once the works are complete?

Council must be notified when works are completed to ensure the application is finalised and Council records updated. Notification of completed improvement works to be emailed to: communitybusiness@cairns.qld.gov.au.

For enquiries:

Email: communitybusiness@cairns.qld.gov.au

Phone: 1300 69 22 47 (Community Business Unit)