

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 the *Planning Act 2016* for: a Material Change of Use, Operational Works or Building Works. 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 or “n/a” where applicable.

1 ORGANISATION DETAILS

Organisation Name:	
Go Clubs Username:	
Site Address:	

NOTE: This application cannot proceed without Go Clubs Registration.

GO CLUBS is a Council program aimed at providing our organisations with professionally managed club development and support. To be eligible to apply for a grant you must be registered with the Go Clubs Program. To register, visit www.cairns.qld.gov.au/goclubs/home.

2 LESSEE / TENANT STATUS

Does your organisation hold tenure at this location?

Yes ▶ Lease Licence/Permit User Agreement Other (please specify)

No ▶ If your organisation is a sub-tenant please attach letter of support from the head-lessee.

3 PROJECT DETAILS

Project Name:	
Estimated Start Date:	Estimated Completion Date:
Site Contact/Name:	Phone:
Mobile:	Email:
Availability: (please indicate days/times available to meet onsite)	

Please select a Go Clubs Assistance stream:

Essentials	<input type="checkbox"/> Electrical Work
	<input type="checkbox"/> Construction
	<input type="checkbox"/> Landscaping (excluding turf maintenance)
	<input type="checkbox"/> Plumbing
Turf Maintenance	<input type="checkbox"/> Turf maintenance

Please provide a detailed description of the project:

Location(s) of the project? <i>Note the organisation must occupy a facility that is situated on Council owned or controlled land.</i>	

4 SUPPORTING DOCUMENTATION

Please complete the checklist below. (NOTE: this application cannot proceed without the required documents)	
Site plan attached - indicating the location of the proposed works to be undertaken? Note: this plan may be a hand drawn sketch	<input type="checkbox"/>
Aerial Map (google map) of the site/location attached	<input type="checkbox"/>
Building Plans	<input type="checkbox"/>
Engineered designs/compliance with Australian Standards	<input type="checkbox"/>
Letter of support for community need/partnership attached? (If applicable)	<input type="checkbox"/>

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

I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this application is correct

Name:	
Committee Position:	
Signature:	Date:
<ul style="list-style-type: none"> 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. 	

APPLICATION SUBMISSION	
Send the completed application form and supporting documents (as an attachment) to email address:	Grants@cairns.qld.gov.au
ENQUIRIES	
Enquiries contact the Leisure Services Unit:	Phone: 4044 3238 Email: Sportrecreation@cairns.qld.gov.au

For further information of available Council grants please visit the Community Grants page on the Council website <https://www.cairns.qld.gov.au/online/grants>

OFFICE USE ONLY	
Does the Lease / Agreement permit the works?	<input type="checkbox"/> Y / <input type="checkbox"/> N
Division:	Parcel Number: Assessment Number:
Referred to BPAS	<input type="checkbox"/> Y / <input type="checkbox"/> N Date:
DM Ref: #	