



## Application for Improvement Works

- 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 Work 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 Name

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### 2 Site Address

	Suburb	
	State	Postcode

### 3 Postal Address

	Suburb	
	State	Postcode

### 4 Contact Details

Contact Name:		Position in Organisation:	
Phone:	Mobile:	Email:	
Alternative Contact:			
Phone:	Mobile:	Email:	

### 5 Registration

Is there an organisation ABN: _____	<i>If no, include a 'Statement by Supplier' form advising why an ABN has not been quoted. Council is required to withhold 48.5% tax if an ABN or a Statement by Supplier form is not supplied:</i> <a href="http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf">http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf</a>
Is the organisation GST Registered:	<i>Note that even if the organisation is not registered for GST, it will still have to pay GST on any expenses that are incurred whilst delivering the activity or event as per federal legislation:</i> <a href="http://www.ato.gov.au/Business/GSThttp://www.ato.gov.au/Business/GST">http://www.ato.gov.au/Business/GSThttp://www.ato.gov.au/Business/GST</a>

### 6 Go Clubs Registration

Go Club Username:	
<input type="checkbox"/> N/A	<input type="checkbox"/> No ▶ for Sporting Clubs -This application cannot proceed without Go Clubs registration.
<p><b>Go Clubs</b> 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 Council's Go Club's Program: <a href="http://www.cairns.qld.gov.au/goclubs/home">www.cairns.qld.gov.au/goclubs/home</a></p>	

**7 Lessee / Tenant Status**

Does your organisation hold tenure at this location? Please tick

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

**8 Proposed Project**

Project Name:	
Estimated Start Date:	Estimated Completion Date:
Please select a Go Clubs In-Kind assistance stream:	
<input type="checkbox"/> Essentials	<input type="checkbox"/> Turf Maintenance
Request for In Kind Support to the value of: \$	

**9 Site Plan / Location of project**

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)

<input type="checkbox"/>	No ▶ This application cannot be processed without a plan.	<input type="checkbox"/>	Yes ▶ Site layout plan attached
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**10 Proposed Development**

Please include as applicable:

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

<b>Electrical Work</b> <input type="checkbox"/> Lighting <input type="checkbox"/> Electrical work <input type="checkbox"/> Other ..... .....	<b>Construction</b> <input type="checkbox"/> Storage <input type="checkbox"/> New building <input type="checkbox"/> Shipping Container <input type="checkbox"/> Extension to existing building <input type="checkbox"/> Other.....	<b>Land, Grounds, Fields</b> <input type="checkbox"/> Fencing <input type="checkbox"/> Filling/Earthworks <input type="checkbox"/> Tree trimming <input type="checkbox"/> Other ..... .....	<b>Plumbing</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Drainage <input type="checkbox"/> Other ..... .....
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**11 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: _____ Funding Requested: _____ Closing date: _____ <input type="checkbox"/> ▶ A letter of support is required	\$
<input type="checkbox"/>	Sponsorship or Donation: Please specify details	\$
<input type="checkbox"/>	Other: Please specify details	\$
<b>Total Available Funds</b>		\$

**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:            /            /

- 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 team on 1300 69 22 47 or email [sportrecreation@cairns.qld.gov.au](mailto: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?

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