

## Go Clubs 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 Works or Building Works. The lodgement of this form may trigger the need for a Development Approval.
- **Allow at least four 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

<b>Organisation Name:</b>	
<b>Go Clubs Username:</b>	
<b>Site Address:</b>	

*NOTE: For sporting clubs 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/qoclubs/home](http://www.cairns.qld.gov.au/qoclubs/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

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

**Please provide a detailed description of the project:**

#### Type of Development

<p><b>Electrical Work</b></p> <p><input type="checkbox"/> Lighting</p> <p><input type="checkbox"/> Electrical Work</p> <p><input type="checkbox"/> Other:</p>	<p><b>Construction</b></p> <p><input type="checkbox"/> Storage</p> <p><input type="checkbox"/> New Building</p> <p><input type="checkbox"/> Shipping Container*</p> <p><input type="checkbox"/> Extension to existing building</p> <p><input type="checkbox"/> Other:</p>	<p><b>Land, Grounds, Fields</b></p> <p><input type="checkbox"/> Fencing</p> <p><input type="checkbox"/> Filling / Earthworks</p> <p><input type="checkbox"/> Tree Trimming</p> <p><input type="checkbox"/> Other:</p>	<p><b>Plumbing</b></p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Drainage</p> <p><input type="checkbox"/> Other:</p>
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\* For shipping containers please refer to Council's Guideline for the Management of Shipping Containers On Council Controlled Land ([https://www.cairns.qld.gov.au/\\_data/assets/pdf\\_file/0006/278628/5688877Guidelines-shipping-containers.pdf](https://www.cairns.qld.gov.au/_data/assets/pdf_file/0006/278628/5688877Guidelines-shipping-containers.pdf))

#### 4 FUNDING

How is your organisation funding this project?		
<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>		<b>\$</b>

#### 5 SUPPORTING DOCUMENTATION

Please complete the checklist below (Note: this application cannot proceed without the required documents)	
Site layout plan - Indicating the location of the proposed works to be undertaken.	<input type="checkbox"/>
Aerial Map (google map) showing the location/site.	<input type="checkbox"/>
Building Plans (plan from the contractor or similar)	<input type="checkbox"/>
Engineered designs / Compliance with Australian Standards	<input type="checkbox"/>
Quotes, Costs Estimates or Quantity Survey	<input type="checkbox"/>
Letter of support for community need / partnership (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.

<b>Name:</b>	
<b>Committee Position:</b>	
<b>Signature:</b>	<b>Date:</b>

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

#### OFFICE USE ONLY

Does the Lease / Agreement permit the works?  Y /  N  
 Division: \_\_\_\_\_ Parcel Number: \_\_\_\_\_ Assessment Number: \_\_\_\_\_  
 DM Ref: # \_\_\_\_\_

#### INTERNAL REFERRALS

<input type="checkbox"/>	BPAS	<a href="mailto:BPAS_Correspondence@cairns.qld.gov.au">BPAS_Correspondence@cairns.qld.gov.au</a>
<input type="checkbox"/>	Planning / Building	<a href="mailto:townplanner@cairns.qld.gov.au">townplanner@cairns.qld.gov.au</a>
<input type="checkbox"/>	Property Services	<a href="mailto:property.services@cairns.qld.gov.au">property.services@cairns.qld.gov.au</a>
<input type="checkbox"/>	Building Facilities Maintenance (BFM)	<a href="mailto:facilitiesmanagement@cairns.qld.gov.au">facilitiesmanagement@cairns.qld.gov.au</a>
<input type="checkbox"/>	Infrastructure	<a href="mailto:infrastructureservices@cairns.qld.gov.au">infrastructureservices@cairns.qld.gov.au</a>
<input type="checkbox"/>	Cairns Works Maintenance	<u>North</u> – Kevin Colligan / <u>Central</u> – Gary Everson / <u>South</u> – Eddie Perez