# Application for Work on Council Land

***This form is to be completed prior to any new or renewed infrastructure works or projects to be completed on Council owned or controlled land, that are not Council initiated. All applications received from community, sport or recreation groups will be considered and discussed with the relevant Council officers. No work is to commence, or commitments be made unless Council has provided written approval.***

Applicant Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation/Applicant’s Name |  | | | | | | | |
| Postal Address |  | | | | | | | |
| Suburb |  | | State |  | | Postcode | |  |
| Home Phone |  | Work Phone |  | Mobile | | |  | |
| Fax |  | Email Address |  | | | | | |
| Contact Name 1 |  | | | | | | | |
| Position |  | | Phone | |  | | | |
| Contact Name 2 |  | | | | | | | |
| Position |  | | Phone | |  | | | |

Type of Work

*Please tick all relevant rows below.*

|  |  |
| --- | --- |
|  | Lighting |
|  | Earthworks Drainage |
|  | Extension to existing Building |
|  | New Building |
|  | Playground |
|  | Signage |
|  | Other: |

SECTION ONE – PROJECT DETAILS

*Please provide the relevant information as succinctly as possible.*

|  |  |
| --- | --- |
| **Project Title** |  |
| **Name of Facility to be Upgraded** |  |
| **Address of Facility** |  |
| **Description of the Project** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does your club have a lease agreement with Council? |  | Yes | |  | No | |
| Does your club have a strategic /business or master plan identifying this project? |  | Yes  (Please attach) | |  | No | |
| Has the project been minuted at a meeting? |  | Yes | |  | No | |
| Have you previously discussed this project with relevant Council officers? |  | Yes | |  | No | |
| Are you applying for a grant for this project? |  | Yes | |  | No | |
| If yes, name of grant(s) being applied for. |  | | | | | |
| When are the key grant application dates? | Date Opens: | | | | | |
| Date Closes: | | | | | |
| Start date for the project |  | | Finish date for the project |  | | |
| Do you have any quotes for the project? |  | | Yes |  | | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Estimated Cost of Project.** | **$** | | |
| **Source of Funding** | **Grant Funding** | **Amount** | **$** |
| **Organisation’s Funding** | **Amount** | **$** |
| **Other Funding** | **Amount** | **$** |
| **In-kind Support** | **Amount** | **$** |

Authorisation

I declare that all information provided in this form is true and correct to the best of my knowledge and that

as the authorised person, can submit on behalf of the applicant.

|  |  |
| --- | --- |
| Name of Authorised Person |  |
| Position on Committee |  |
| Signed |  |
| Date |  |

Privacy Statement

*These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law, or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.*

**Preliminary Project Proposal**

The above information supplied is part of a preliminary project proposal seeking information on the project organisation; project name and description; source of funding for project; works to be carried out and proposed timeframe for the project.

The written consent of the landlord is required prior to the tenant or user undertaking any improvement works on the premises or grounds.

This form does not constitute a Development Application, Operational Works Application or Building or Plumbing Works Application, nor approval for the same, any of which may be required prior to any works commencing.

Conditions for Working on Council Land

* Playground equipment is to be installed by a Licensed Contractor and all work and equipment is to conform with Australian Playground Standards.
* Earthworks, fencing, landscaping, and sports oval construction is to be undertaken by persons suitably experienced in such work.
* The constructor is to supply to Council a Safe Work Method Statements (SWMS) prior to commencement of work, and all workplace Health and Safety documents with an induction completed on day of commencement for each worker.
* All building work is to be supervised by a suitably licensed contractor.
* All plumbing work is to be supervised by a licensed plumber/drainer. All regulated plumbing work will require a plumbing permit.
* All painting is to be supervised by a suitably licensed or qualified tradesman.
* All electrical work is to be carried out by a licensed electrical contractor. Any electrical works that are performed requires a “Certificate of Test” once the works are completed. As the asset holder (Landlord) Council reserves the right to a copy of test results.
* The details of the nominated builder, plumber or electrician who will be responsible for supervising the work are to be included on the agreement.
* Position of underground services is to be determined prior to any excavation taking place. Dial Before You Dig plans may be required prior to any excavations being undertaken. Any underground services that are damaged during excavation are to be repaired at the constructor’s expense.
* All work is to be inspected by Council’s Facilities Branch. All defects from works that is deemed unsatisfactory or not completed in a tradesman-like manner are to be repaired or rectified at the constructor’s expense.

SECTION TWO – SITE MAP

*Please include a site map of the lease area or complex showing the approximate location of any works to be completed for this application.*

SECTION THREE – CHECKLIST OF SUPPORTING DOCUMENTATION

|  |  |
| --- | --- |
|  | Copy of minutes from meeting where approved, signed by two committee members |
|  | Concept plans and designs |
|  | Site map |
|  | **Written quote/s from reputable supplier/s**  (For projects between $5000 and $15,000, two quotes are required. For projects above $15,000, three quotes are required). In all cases, quotes from suitably qualified local suppliers should be included. |
|  | Project budget |
|  | Strategic/business or master plan |

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