

Consent for Improvement Works on Council Owned or Controlled Land



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This form is to be completed when an organisation with tenure over Council owned and/or controlled land wishes to complete improvement works on their licensed area and requires consent from Council as the landowner. Written consent must be received from Council prior to starting any work within the licensed area. If you are applying for grant funding to assist with your project, please ensure you allow minimum twenty-one (21) days to receive your response before the closing date of the grant round.

Note: This form does not constitute a Development Application, Operational Works Application or Building Works Application which may be required in addition to Council's consent.

P: 1300 307 800 | E: property@gympie.qld.gov.au | W: www.gympie.qld.gov.au | PO Box 155 Gympie QLD 4570 | ABN: 91 269 530 353

Applicant Details			
Community Organisation:			
ABN: (if applicable)			
Postal Address:			
Contact name for this project:			
Contact number:	Email:		
Tenure/Property Information			
Property Location:			
Does your organisation hold tenure at this location?			
Yes ➤	Lease	Licence/Permit	Management Agreement
Sub Tenant If Sub Tenant, please attach a letter from the head-lessee.			
No ➤			
Have you met with a Council Officer to discuss your project?		YES	NO
Name:		Date:	
Heritage Register			
Does your project include alterations to an existing building that is listed on the Queensland Heritage Register or the local Heritage Register?			
YES		NO If NO, move to Project Details section	
If YES, have you consulted with Council's Heritage Officer and obtained written advice?			
YES		NO	
If YES, please attach written advice received from Council's Heritage Officer.			
If NO, please note that your application may be subject to conditions or declined due to advice received from the Heritage Officer.			

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Project Details

Project Name:

Estimated Start Date:

Estimated Finish Date:

Type of Improvement Works

Electrical Work	Construction	Land, Grounds, Fields	Plumbing	Environment
Lighting	Storage	Fencing	Plumbing	Weed/Management
Solar Panels	New Building	Filling, Earthworks	Drainage	Native Revegetation
Electrical Work	Extension to existing building	Tree Trimming	Water Tanks	Waterways
Air Conditioning	Internal improvements <i>ie. kitchen, flooring</i>	Signage	Other	Fauna Habitat
Other	Other	Other		Other

Have you received written quotes for the proposed project?

YES (please attach)

NO

YES

NO

UNSURE

If **YES**, please attach any written advice you have received.

If **UNSURE**, please contact Council's Planning and Development Branch for further advice.

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Funding (ex GST)	
Project will be partly or fully funded by Community Organisation	\$
<i>Grant funding:</i> Club has successfully applied for a grant Club will be applying for a grant Grant Name: Gympie Regional Council If OTHER, please provide name of grant: Letter of support is required	\$
Sponsorship or Donation? Please specify details:	\$
Other: please specify details:	\$
TOTAL COST OF PROJECT = \$	
Has your club/organisation considered the ongoing costs (if any) related to this project and can your club meet these costs? Please provide details:	

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Supporting Documentation

Please provide the following supporting documentation (if applicable) when submitting this form:

Project Plan or Site Layout Plan (with measurements) – indicate the location of the proposed works.

Building Plans – from contractor or similar

Quotes, cost estimates or quantity survey

Letters of Support

Confirmation of Grant Funding

Heritage Advice

Planning, Building or Plumbing advice

Copy of Minute from Committee meeting consenting to proposed works (only for works valued at \$5,000+)

If you have not provided them in the last 12 months: most recent Audited Financial Statements (in accordance with the level indicated by the Office of Fair Trading Levels of Association – see website link for further clarification: [Preparing your association's annual financial report | Your rights, crime and the law | Queensland Government \(www.qld.gov.au\)](#))

NOTE: If you do not provide your financials, we will be unable to proceed with processing your request.

Other:

Declaration

I certify that the information I have provided is true and correct:

Name:	Position:
Signature:	Date: