



Request for Works on Council Controlled Land

(for community groups holding tenure with Council)

This form is to (please select one):

- Seek initial support/feedback for a project prior to engaging in concept or other design or planning task
- Seek in principle support for the purpose of applying for a grant
- Seek formal owner's consent for the project

Responsible Community Development Officer	
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Organisation Details	
Name of Organisation making request	
Organisation Contact Person	
Position in Organisation	
Org Contact person email	
Org Contact phone number	

Project Details	
Project Title	
Site Location (Lot & Plan)	
Is the project located within the organisation's lease area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Brief summary of project eg What is being proposed?	

APPROVALS

Planning

Please consult with Planning prior to completing this section

Is planning approval required for this project? Yes No

If yes, please provide details. ie DABW, Code Assessable, Impact Assessable etc

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Has Planning Approval been obtained:

- No, but will be Submitted, but not yet approved Obtained (please attached)

Building

Is building approval required: Yes No

Has Building Approval been obtained:

- No, but will be Submitted, but not yet approved obtained (please attached)

Comments:

Plumbing

Is plumbing approval required: Yes No

Has Plumbing Approval been obtained:

No, but will be Submitted, but not yet approved obtained (please attached)

Comments:

Other Considerations and overlays

Heritage Environment
 Native Title Other

Comments:

Ongoing costs considerations	
Does the organization understand the maintenance and ongoing cost implications of the project	<input type="checkbox"/> No <input type="checkbox"/> Yes, how does the organisation propose to meet these obligations

Attachment Checklist

Included with this form (all compulsory for owner's consent):

- Sketches or designs that provide detail on height, width and length of infrastructure, works etc
- Evidence of Committee approval to proceed with project (mandatory for formal owner's consent or in principle support for grant)
- Site plan that shows the location of the proposed project and any existing infrastructure and/or site considerations
- Any quotes for works (if applicable)
- Written advice from Town Planning or planning approval
- Written advice on building approval

OFFICE USE ONLY
Community Development Officer Comment on Project. Please include info on need/demand, risk and opportunities of project, works to date, relation to any Council Plans etc