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| **Applicant Details** | | |
| Name of Applicant: |  | |
| Name of Organisation: |  | |
| Location of works: |  | |
| Contact Number: | | |
| Position: | | |
| Telephone: | | Email: |
| ABN/CAN: *(If Applicable)* | | |

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| **Project Description** |
| *State the purpose of the works and the role it will play in delivering a service e.g. club house for meetings, storage for equipment etc.* |

| **Community Issues** | |
| --- | --- |
| What is the community benefit of the proposal?  *Briefly describe the benefit and how this proposal will deliver that need.* |  |
| Have you discussed this proposal with the sporting groups, neighbours, other stakeholders and anyone else affected?  *Briefly describe the consultation and include supporting letters from the neighbours/groups etc.* |  |

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| **Design Issues** | | |
| **Does the design consider:** | **Yes** | **No** |
| Security |  |  |
| Durability |  |  |
| Utility |  |  |
| Vandal Proofing |  |  |
| Energy Efficiency |  |  |
| Water Saving Devices |  |  |
| Environment Controls |  |  |
| Traffic |  |  |
| Safety by Design |  |  |
| Safety During Works |  |  |
| Safety of users/maintainers when works completed |  |  |
| Waste / Recycling |  |  |
| Access |  |  |
| Appearance Factors |  |  |
| Storm water Controls |  |  |

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| **Financial Information** | | |
| What is the estimated capital cost of the works? | |  |
| Who will be responsible for managing these costs?  How will these costs be funded?  *(separately indicate all sources of funding including exact details funding body)* | | *E.g. User, Grant, Other* |
| If Grant funding to be used, who is responsible for making application. | |  |
| **Operating Costs** | | |
| What is the anticipated ongoing operating costs: | |  |
|  | electricity | $ |
|  | water | $ |
|  | gas | $ |
|  | rates | $ |
|  | cleaning | $ |
|  | telephone | $ |
|  | Other *(please state)* | $ |
| **Total** | | **$** |
| Who will be responsible for managing the operating costs? | |  |
| How will these costs be funded? | | *E.g. User, Grant, Other* |
| Will the asset provide a financial return?    *If Yes specify the proposed estimated annual amount.* | | *E.g. Council, Users, Other* |
| **Maintenance Costs** | | |
| Who will be responsible for managing the maintenance costs? | | *E.g. Council, Users, Other* |
| How will these costs be funded? | | *E.g. User, Grant, Other* |

| **Permissibility** | |
| --- | --- |
| Is the proposal permissible under the relevant LEP?  If so please describe how |  |
| Is the reserve where the works are being undertaken covered by a Plan of Management (PoM) | Yes / No    Plan of Management Title: |
| If so, are the works allowable under the PoM outcomes? | Yes / No |
| Please list the relevant sections of the PoM and provide justification for how the proposed works comply |  |

| **Lease or License Issues** | |
| --- | --- |
| Is the asset currently covered by a lease/licence?  *If No, a lease, license or other tenure agreement must be reached with Council prior to consent being granted* | Yes / No    Lease Agreement: |
| If so, are the works allowable under your lease/licence with Council? | Yes / No |
| **If Yes, the works may necessitate an amendment to the existing lease/licence or a new lease/licence to be negotiated.** | |

| **Construction/Installation:** | |
| --- | --- |
| Who will be responsible for undertaking the works?  *If licensed builder please quote license no.* | License No. |
| What are the estimated costs associated with construction/installation? | $ |
| Who will be responsible for managing these costs? |  |
| How will these costs be funded? | *E.g. User, Grant, Other* |

| **Applicant** | |
| --- | --- |
| By signing this form the applicant:   * Acknowledges that Council will not be liable for any costs incurred during the course of this project as a result of the issue of Owner’s Consent. Any Council financial contribution must be agreed to in a separate agreement. * Confirms that the details in this application are correct and in signing this form agrees to all related terms and conditions * Signatory is authorised to request consent on behalf of the applying organisation | |
| Name |  |
| Position |  |
| Signature: |  |
| Date: |  |