



Undertaking Minor Works on Council's Buildings - Submission Checklist

If you need help lodging your form, contact us		Office use only																				
Email	council@northernbeaches.nsw.gov.au																					
Phone	1300 434 434																					
Customer Service Centres	Manly Townhall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Form ID	4034																		
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	TRIM Ref	C000824																		
			Last Updated	19 October 2017																		
			Business Unit	Property																		
		Application No.		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
		Receipt No.																				

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

The following form has been developed to assist user groups when considering submitting an application to Northern Beaches Council to carry out works on Assets owned by Northern Beaches Council

Part 1: Requestor Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First Name			
Last Name		ABN	
Name of User/Group/Organisation			
Address			
Post Code			
Phone		Alternate	
Mobile		Fax	
Email			
Does your organisation/group have any paid workers?			
Details of Asset that work is being requested for:			

Part 2: 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.

Part 3: Community Issues

Have you discussed this proposal with the sporting union, neighbours, other user groups and anyone else who would be affected? Briefly describe the consultation and include supporting letters from the neighbours/groups etc. you contacted.	
Will the proposed asset be available for use by other user groups? If yes, please provide details.	

Part 4: Financial Issues

What is the estimated capital cost of the works?	\$			
Who will be responsible for funding the project?				
How will these costs be funded? Separately indicate all sources of funding, including exact details of each funding body.				
Grant	\$			
User	\$			
Other:	\$			
Total	\$			
If Grant funding is to be used, who is responsible for making the application?				
Will the asset provide a financial return?	Yes		No	
If YES, specify the estimated annual amount for the following:				
Council				
Users				
Other				

Part 5: Lease or Licence Issues

Is the asset currently covered by a lease/licence?	Yes		No	
If YES, are the works allowable under your lease/licence with Council?	Yes		No	
If YES, will the works necessitate an amendment to the Lease or Licence or for a new Lease or Licence to be negotiated?	Yes		No	
If NO, will Council consider amending the Lease/Licence to accommodate the project?	Yes		No	
Please attach a copy of the Council's Resolution authorising the amendment to the Lease or Licence.				

Part 6: Development Consent and Construction Certificate (CC)

Does the proposal comply with the Building Code of Australia and its Disability Discrimination Act provisions?	Yes		No	
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Part 7: Construction/Installation

UNDERTAKING WORKS				
Who will be responsible for undertaking works?				
If a licenced builder, provide licence number:				
Note: Contractors will be required to have Public Liability Insurance and possess Workcover General Induction Certificate				
Who will be responsible for managing the works during installation/construction?				
Who will be responsible for providing works as executed drawings?				
Are these costs included in previous sections?	Yes		No	