

# APPLICATION FOR WORKS ON A COUNCIL OWNED/CONTROLLED SITE FORM

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

Use this form to request the consent of council as owner or trustee of the land, for any proposed works within the lease area. Applications must be made by an executive committee member of the organisation.

Work must not commence until Council provides written consent as landlord, and in certain cases further approvals may be required from Council as local authority (for example, development approval, advertising sign licence).

Consultation with a number of Council departments is required regarding proposed works. Most applications take up to 10 business days from receipt and review of a complete application to assess and respond. More complex applications may take longer to assess. Council will advise the applicant of expected timeframes for a response.

If you are applying for a grant to fund this work, you will need to submit this application well in advance of submitting a grant application to Council or other organisations.

## ORGANISATIONS DETAILS

<b>GROUP/ORG NAME</b>			
<b>POSTAL ADDRESS</b>			
<b>FACILITY ADDRESS</b>			
<b>CONTACT NAME</b>		<b>POSITION</b>	
<b>PHONE</b>		<b>MOBILE</b>	
<b>EMAIL</b>			

## GRANT DETAILS

<b>IS YOUR ORGANISATION APPLYING FOR GRANTS/S TO FUND THIS PROJECT</b>	
<b>NAME OF GRANT BEING APPLIED FOR</b>	
<b>CLOSING DATE OF GRANT SUBMISSION</b>	

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## WORKS PROPOSED – SELECT ALL THAT APPLY

New Building Work Eg Shed, Pergola, Building, Shade Sail, Etc	Water Tank or Irrigation
Extension to Existing Building	Filling/Earthworks/Drainage
Removal of Buildings/Structures	Tree or Vegetation Work
Internal Building Work	Installation of CCTV
Fencing or Signage	Temporary Use of a Shipping Container
Play Equipment	Permanent Use of a Shipping Container
Field/Court Lighting or Other Lighting	Other

## WORKS PROPOSED DETAILS

<b>PROVIDE A HIGH-LEVEL DESCRIPTION OF THE PROJECT</b>	
<b>HOW WILL IT BENEFIT THE COMMUNITY</b>	
<b>WHAT IS THE ESTIMATED COST OF THE PROJECT</b>	
<b>HAVE YOU OBTAINED QUOTES FOR THE PROJECT</b>	
<b>WHAT SERVICES DO YOU INTEND TO INSTALL AS PART OF THE PROJECT? (EG WATER, ELECTRICITY, SEWERAGE, ETC)</b>	
<b>HAVE YOU CONSIDERED THE ONGOING RESPONSIBILITY OF REPAIRS/MAINTENANCE, INSURANCE ETC?</b>	

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## SUPPORTING DOCUMENTATION – PLEASE ATTACH TO THIS FORM

Plans of Project/Proposal	Site Map Marked with Relevant Information
Quotations	Additional Drawings
Other	

I declare all information that has been supplied on this form is true and correct to the best of my knowledge.

<b>REQUESTED BY</b>	Signature	<b>DATE</b>	
	Print Name		

Once completed please send form and any attachment to:  
[records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au) or Isaac Regional Council, PO Box 97, Moranbah QLD 4744  
or deliver in person to your local Isaac Regional Council office

## DEPARTMENT USE ONLY

### COMPLIANCE/ENVIRONMENTAL

Compliance/Environmental approval required before the project can proceed to construction?	Yes	No	
<b>COMMENTS</b>			
<b>MANAGER COMMUNITY, EDUCATION AND COMPLIANCE</b>	Signature	<b>DATE</b>	
	Print Name		

### BUILDING SERVICES

Is building approval required before the project can proceed to construction?	Yes	No	
<b>COMMENTS</b>			
<b>MANAGER COMMUNITY EDUCATION AND COMPLIANCE</b>	Signature	<b>DATE</b>	
	Print Name		

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## PLANNING

Is development approval required for the proposed project?		Yes	No
<b>COMMENTS</b>			
<b>MANAGER LIVEABILITY AND SUSTAINABILITY</b>	Signature	<b>DATE</b>	
	Print Name		

## OTHER DEPARTMENT

<b>DEPARTMENT NAME</b>			
Are you aware of anything that may impact this Application for Works?		Yes	No
Is there anything your department requires prior to the Works proceeding?		Yes	No
<b>COMMENTS</b>			
<b>MANAGER</b>	Signature	<b>DATE</b>	
	Print Name		

## COMMUNITY LEASING

<b>LOT NUMBER</b>		<b>PLAN NUMBER</b>	
The organisation has a minimum balance of three years lease or right to occupy over the proposed site.		Yes	No
Council anticipates it will offer the organisation new tenure on expiry.		Yes	No
The proposed project does not require an amendment to the existing tenure		Yes	No
<b>MANAGER COMMUNITY FACILITIES</b>	Signature	<b>DATE</b>	
	Print Name		

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## ASSET CUSTODIAN

DEPARTMENT	
OFFICER	
COMMENTS	
SIGNATURE	
PRINT NAME	

*Note: If this application relates to a state grant CEO approval is required below.*

## AUTHORISATION - CHIEF EXECUTIVE OFFICER

The organisation has the permission of Council to undertake the project on council land subject to the relevant council approvals	Yes	No
Council's financial contribution to the project	\$	
Evidence of Council's financial contribution is attached	Yes	No
AUTHORISED BY	Signature	DATE
	Print Name	