

Community Organisation Tenure – Improvement Works Application Form



Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. Some of this information may be given to other sections of Council for the purpose of assessing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when a Community Organisation wishes to undertake improvement works on Council controlled land and/or a facility.

Under the terms and conditions of a lease, the written consent of Council as landlord is required prior to the tenant undertaking any improvement works on the premises. This application is the formal process required to request the consent of Council as Landlord to a proposal. Please make your application well in advance of submitting a grant application project. Include all attachments, as incomplete applications cannot be processed.

Organisation Details

Name of Organisation:

Postal Address:

Contact Person:

Position:

Contact Number:

Contact Email:

Tenure Information

Location/s of tenure (*please provide address and/or name of site*):

Is your organisation a sub-tenant at this location?

No

Yes – Please attach a letter of support from the head tenant.

Site Plan

Is a site plan attached indicating the local of proposed works (this can be hand drawn?)

Yes

No – This application **will not** be processed without a site plan.

Project Specifications

Please indicate what will be included in the proposed works.

Water Tank

Height:

Diameter:

Material:

Dimensions of Slab:

Play Equipment

Please attach the following to this application:

- play equipment design including details of materials

Fencing

Length:

Height:

Material:

Pedestrian access provided? Yes No

Signage

Please attach the following to this application:

- plan showing dimensions of proposed signage
- full details of wording, layout and colour of proposed signage

Earthworks – Fill/Drainage

Please attached the following to this application:

full details of proposed works including volume of material to be moved

New Building Work

Please attached the following to this application:

All building plans including details of footings, plumbing and all other relevant information

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Extension to Existing Building

Please attach the following to this application:

- Plans of the proposed extension that clearly identifies existing building and proposed extension
- Full details of dimensions and materials to be used.

Lighting

Please attach the following to this application:

- Lighting design prepared by qualified contractor or supplier
- Statement of Certification that the design complies with AS4282
- Photometric calculation at the leased area boundaries for both horizontal and vertical planes

Site plan indicating location of proposed lighting including details of new or existing poles

Other – please include as much detail as possible and attach any relevant plans and/or drawings.

Grants and Funding

Is your organisation applying for a grant to fund the proposed project?

No

Yes – please provide further details.

Funding Body:

Grant Name:

Closing Date:

Signatures

Name:

Position:

Signature:

Date:

Please submit completed form to enquiries@livingstone.qld.gov.au or any Council customer service centre.