

# Application for Improvement Works on Council-Owned or Controlled Land and Buildings

*Local Government Act 2009, Local Government Regulation 2012,  
Land Act 1994, Land Regulation 2020, Land Title Act 1994*

**Purpose of this Form.** To undertake improvement works, including (but not limited to) new constructions, modifying existing structures, installing new equipment or facilities or other permanent features or fixtures to Council-owned buildings, or land which Council owns or is trustee, **consent is required**.

**Additional information.** Some improvement works, depending on their nature, may also require Material Change of Use, Operational Works and/or Building Works and further approvals. To determine if this is the case, contact Council's 'Planner of the Day' on 07 4099 9444. If any of the aforementioned items are required, these must be included in support of this Application.

**Processing of Application.** AT LEAST 8 WEEKS must be allowed for an assessment, consultation and decision relevant to this Application so please factor this timeframe in PRIOR to lodging any funding applications to external funding entities.

ALL questions must be completed unless the Form indicates otherwise. Incomplete information or failure to provide necessary documentation will result in your Application not being properly made.

## SECTION 1 – APPLICANT DETAILS

Applicant Name (Person/s or Company):

Director's Name/s (if applicable):

Address of Registered Office (of Company):

ABN/ACN:

Business/Trading Name:

Street Address:

Postal Address:

Contact Name of the Application:

Telephone:

Mobile:

Email:

Type of Business Operation:

## SECTION 2 – PROPERTY DETAILS

Property Name:

Property Physical Address:

Is site on former landfill: ☐ Yes ☐ No ☐ Unsure

Tenure Status: ☐ Trustee Lease ☐ Trustee Permit ☐ Freehold Lease ☐ No Formal Tenure

## SECTION 3 – PROJECT DETAILS

Project Name:

Proposed Improvement Works: (Select all that apply and complete details below)

- ☐ Water Tank ☐ Fencing ☐ Signage ☐ Play Equipment ☐ Lighting
- ☐ Filling/Earthworks/Drainage ☐ Extension to existing building or new building work
- ☐ Electrical ☐ Plumbing ☐ Roofing ☐ Shade Sails ☐ Landscaping ☐ Vegetation clearing
- ☐ Other \_\_\_\_\_

You **MUST** provide relevant information and/or project/building plans to support your application.

- ALL applications must include a site layout plan identifying the location of the proposed works.
- Extensions to existing buildings or new building work applications must include building plans clearly identifying the existing structure, proposed extension/new work, dimensions, and materials to be used.
- Play equipment applications must include design plans.
- Lighting applications must include design plans.
- Filling/Earthworks/Drainage applications must include full details of the proposal including volumes of material to be excavated or brought in. *Note: Please check with Council's Planner of the Day if a separate Operational Works is required.*

## SECTION 3A – WHY DO YOU NEED TO DO THIS PROJECT?

## SECTION 4 – FUNDING DETAILS

Is your organisation applying for grants to fund this project?

☐ Yes - Grant Name:

Closing Date:

☐ No - How will proposed project be funded:

## SECTION 5 – CHECKLIST

- ☐ All relevant sections completed ☐ All requested support material attached ☐ Declaration signed

## DECLARATION

I \_\_\_\_\_ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

## OFFICE USE

Does the Lease/ Agreement permit the works?

☐ Yes

☐ No

Are the improvements in line with Council's Tenure Policy?

☐ Yes

☐ No

Parcel No:

Assessment No: