

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*

You MUST complete ALL questions unless the form indicates otherwise.
Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- Read **Council's Tenure Policy** at <https://douglas.qld.gov.au/council-information/policies/>;
- Complete this form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- Submit the applicable fee.

This form is to request Council's consent as owner or trustee of land and/or buildings proposed for works. If the project requires Material Change of Use, Operational Works and/or Building Works, further approvals will be required. To check if proposed works need further approvals, please telephone Council's Planner of the Day on (07) 4099 9444. Please allow AT LEAST 8 WEEKS to enable Council departments and Councillors to be consulted, and Reports to Council to be prepared.

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:

OFFICE USE

Receipt Code:	T	Fee Paid:	\$	Date:		Receipt No:	
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SECTION 2 – SITE DETAILS

Property Name:

Property Address:

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

Tenure Status:

Lessee/Tenant Status: ☐ Head Lessee ☐ Sub Lessee

SECTION 3 – PROJECT DETAILS

Project Name:

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

☐ Water Tank ☐ Fencing ☐ Signage ☐ Play Equipment ☐ Lighting ☐ Other _____
☐ Filling, Earthworks, Drainage ☐ Extension to existing building or New building work

ATTACH: Site layout plan indicating location of the proposed works (may be hand drawn)

SECTION 3A – WATER TANK DETAILS

Dimensions (Height x Diameter):

Materials and colour (Colourbond/Plastic):

Dimensions of concrete slab if applicable:

SECTION 3B – FENCING DETAILS

Dimensions (Height x Length):

Materials and colour:

Will pedestrian access be maintained: ☐ Yes ☐ No

SECTION 3C – SIGNAGE DETAILS

ATTACH: Plan showing all dimensions of signage (including support poles) and full details of wording

SECTION 3D – PLAY EQUIPMENT DETAILS

ATTACH: Play equipment design (including materials eg metal, wood)

SECTION 3E – LIGHTING DETAILS

ATTACH:

- Lighting design prepared by an engineer or lighting supplier.
- Statement of Certification that the design complies with Australian Standard 4282 Effects of Obstructive Lighting.
- Photometric calculation at the lease boundaries or nearest residences for both horizontal and vertical planes.
- On site layout plan indicating location of proposed lighting (include details of any new or existing poles, dimensions and materials).

SECTION 3F – FILLING/EARTHWORKS/DRAINAGE DETAILS

ATTACH:

- Full details of the proposal (include volume of materials to be excavated or brought in).
- An Operational Works application may be required if you are moving more than 50m³.

SECTION 3G – EXTENSION TO EXISTING BUILDING OR NEW BUILDING WORK

ATTACH:

- Plans of proposal (clearly indicate existing structure, proposed extensions/new work, dimensions and materials to be used).
- Advise the current use of existing building, and proposed use of any new or extension works.
- Full details of dimensions (include floor area in m²) and materials

SECTION 3H – OTHER

Details:

ATTACH: Full details of proposal including dimensions and materials

SECTION 4 – WHY DO YOU NEED TO DO THIS PROJECT?

SECTION 5 – 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 6 – 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: