

 <b>Central Highlands</b> Regional Council	<b>FORM</b>  <b>Landowners Consent</b>
EFFECTIVE DATE:	DEPARTMENT:      Communities UNIT:                  Parks, Recreation and Facilities

The Construction and Management of Private Assets on Council Land procedure relates to Appendix B section 9 of the Community Organisation Tenure of Council Owned or Controlled Land (CHRC: 0049).

An application must be made to Council by any community organisation that operates on or within council owned land or buildings to obtain permission to make any improvements, alterations, or changes to the building and/or land.

Community organisations will be required to provide Council with the below details:

**Stage 1:** When applying for funding or for approval in principle for self-funded projects: -

- ☐ Organisation Name
- ☐ Sport or Activity
- ☐ Project Name
- ☐ Project need (provide a brief description on why the project is needed)
- ☐ Total value of the project.
- ☐ Does your project align with your organisations strategic plan?
- ☐ What facility are you requesting improvements to? (I.e., Field, Building, donga, etc.)
- ☐ Facility address
- ☐ Organisation representee details (name, email, phone number)
- ☐ Funding Information (Grant details or if the project is self-funded).
- ☐ Asset operational costs (for lifetime of the asset)
- ☐ Proof of consultation with other users of the facility if it is a multi-user facility.

**Stage 2:** When you receive funding (before project commencement)

- ☐ Contractor details
- ☐ Funding Information
- ☐ Quotes
- ☐ Site Plan
- ☐ Sports field Lighting Plan (if applicable)
- ☐ Building approval (if applicable)
- ☐ Plumbing approval (if applicable)

## Landowners Consent Form

The Landowners Consent Application Form is for Sport and Active Recreation groups that operate on Council owned and controlled land to complete when requesting permission to make changes to a council site.

**Stage 1:** This part of the form must be completed in the initial stages of planning before any grant applications can be submitted or in the case of a self-funded project, before contractors are engaged to commence work. A completed **Stage 1** Form must be submitted to the Sport and Active Recreation team prior to applying for funding.

**Stage 2:** This part of the form is to be completed once the funding is received or for self-funded projects when work is ready to be carried out. Works must not commence until a completed **Stage 2** form is signed off on by the sport and recreation team.

This form **does not** replace any of the necessary planning, building or plumbing permits required prior to works being commenced.

Submit the Application to – [sportandrec@chrc.qld.gov.au](mailto:sportandrec@chrc.qld.gov.au)

### STAGE 1 – Planning Stage

#### Organisation Details

Organisation Name –

Contact Person's Name -

Contact Person's Position -

Facility Address –

Postal Address (if different) -

Phone Number -

Contact Email -

Does your club hold tenure at this location?

YES

NO

#### Project Name

#### Project Need

*(Provide a brief description of why the project is needed. Has this been identified in the Opens Space Plan? Does this align with your strategic plan?)*

<b>Project cost (Total \$)</b>		
<hr/>		
<b>Funding Details</b>		
(Please provide details if your organisation is applying for a grant to fund this project or if the project is self-funded)		
<hr/>		
<b>How is your project being funded?</b>		
Are you applying for a grant or is the project self-funded?		
<hr/>		
Grant name (if applicable) -		
<hr/>		
Requested amount from funding body -		
<hr/>		
Closing date (if applicable) -		
<hr/>		
Do you require a letter of support?	YES	NO
<b>Mandatory Project Details</b>		
<i>Please attach the following documents while completing Stage One of this form.</i>		
<ul style="list-style-type: none"> <li>• Full project plan (template available on CHRC website)</li> <li>• Budget plan for the whole of project costs (include in kind, donations etc.)</li> <li>• Evidence of consultation with relevant Council departments (emails, CRM numbers etc.) if applicable</li> </ul>		
<b>Stage 1 Approval - CHRC To Complete</b>		
Is the proposed works/permit consistent with the permitted use?		
Is the applicant compliant with the terms of their current lease?		

Does the applicant have the capacity (finances and resources) to construct and maintain the proposed works?

Has the applicant developed a business plan, strategic plan or budget for the management of the application?

Approval granted – YES NO

Name-

Position-

Date-

Signature-

Comment/Conditions-

## Stage 2 – Final Approval Prior to Commencement of Works.

For Council to process this stage of the form. Stage 1 must be completed and approved by the sport and recreation team.

**Site Plan** – A site layout plan indicating the location of proposed works to be undertaken (this plan can be a hand-drawn sketch) *MUST* be included with this application. This application will not be processed without an attached plan.

**Is the project to be completed on an existing Sport and Recreation Facility?**

YES

NO

**Project Specifications**

<b>Mandatory Project Details</b>			
<i>Please attach the following documents while completing <b>Stage Two</b> of this form.</i>			
<ul style="list-style-type: none"> <li>• Full project plan (template available on CHRC website)</li> <li>• Budget plan for the whole of project costs (include in kind, donations etc.)</li> <li>• Evidence of consultation with relevant Council departments (emails, CRM numbers etc.) if applicable</li> </ul> <p>Have you attached all the documents? If not please state what document is missing and why?</p>			
<b>Contractor details</b> – it is <b>MANDATORY</b> that all persons who do any works on Council-owned land or facilities are Council inducted.			
<b>Contractor Business Name</b>			
<b>Phone Number</b>			
<b>Email address</b>			
<b>Are they Council inducted?</b>	YES	NO	(CHRC staff can check for you)
LINKSAFE Induction is required for all workers prior to commencing works on Council land or assets.			
<b>Stage 2 Approval - CHRC to complete</b>			
Is the Contractor registered on LinkSafe?			
Are all intended workers inducted via LinkSafe? Add LinkSafe worker ID			

Where applicable, have all other CHRC departments signed off on the project?

Has the applicant developed a business plan, strategic plan or budget for the management of the application?

Approval granted –    YES       NO

Name-

Position-

Date-

Signature-

Comment/Conditions-