

## Go Clubs Application for Improvement Works

**NOTE:**

- **Council's consent must be obtained before making any improvements, additions or alterations** within or to the leased area; permit or licence area; management agreement area and/or user agreement area.
- **The Occupier must submit an Improvement Works Application** to obtain Council's written consent for improvements, alteration or addition.
- **This form does not constitute a Development Application under the Planning Act 2016 for:** a Material Change of Use, Operational Works or Building Works. The lodgement of this form may trigger the need for a Development Approval.
- **Allow at least four weeks from lodgement of your form** before you receive a response from Council, as a number of Council business areas may need to be consulted about your application.
- **Please complete this application in BLOCK LETTERS** and tick boxes or "n/a" where applicable.
- **For more information on the Improvement Works Application Process refer to** "Occupying Council Property – Go Clubs Improvement Works Application" Fact Sheet
- **For further information phone Community Business Unit on 1300 69 22 47 or email** [communitybusiness@cairns.qld.gov.au](mailto:communitybusiness@cairns.qld.gov.au)

### 1 ORGANISATION DETAILS

<b>Organisation Name:</b>	
<b>Go Clubs Username:</b>	
<b>Site Address:</b>	

*NOTE: This application cannot proceed without Go Clubs Registration.*

**Go Clubs** is an exciting initiative aimed at providing local (Cairns Regional Council) clubs and not for profit organisations with a range of educational material, content, and support. To register, visit [www.cairns.qld.gov.au/goclubs/home](http://www.cairns.qld.gov.au/goclubs/home).

### 2 LESSEE / TENANT STATUS

**Does your organisation hold tenure at this location?**

Yes ▶  Lease    Licence/Permit    Management Agreement    User Agreement    Other (please specify)

No ▶ If your organisation is a sub-tenant please attach letter of support from the head-lessee.

### 3 PROJECT DETAILS

<b>Project Name:</b>	
<b>Estimated Start Date:</b>	<b>Estimated Completion Date:</b>
<b>Site Contact/Name:</b>	<b>Phone:</b>
<b>Mobile:</b>	<b>Email:</b>
<b>Availability:</b> (please indicate days/times to meet onsite)	

**Please provide a detailed description of the project:**

Type of Development			
<b>Building Work</b> <input type="checkbox"/> New Building or shed <input type="checkbox"/> Extension of existing building/s <input type="checkbox"/> Removal of buildings/structures <input type="checkbox"/> All ability Improvements <input type="checkbox"/> Shipping Container <input type="checkbox"/> Storage <input type="checkbox"/> Decking/Veranda/Patio <input type="checkbox"/> Internal building works/refurbishment <input type="checkbox"/> Skylights	<b>Land, Grounds, Fields</b> <input type="checkbox"/> Shade structures <input type="checkbox"/> Activity related infrastructure <input type="checkbox"/> New or upgraded fields/courts <input type="checkbox"/> Fencing <input type="checkbox"/> Signage <input type="checkbox"/> Filling/earthworks <input type="checkbox"/> Drainage <input type="checkbox"/> Playground equipment <input type="checkbox"/> Tree or vegetation work <input type="checkbox"/> Carpark upgrades	<b>Electrical / Mechanical / Fire / Security</b> <input type="checkbox"/> Electrical upgrades <input type="checkbox"/> Fire upgrades <input type="checkbox"/> Air conditioning <input type="checkbox"/> Fans <input type="checkbox"/> Solar Panels <input type="checkbox"/> Field/court lighting <input type="checkbox"/> Other Lightings	<b>Plumbing</b> <input type="checkbox"/> Bores <input type="checkbox"/> Water tanks <input type="checkbox"/> Irrigation <input type="checkbox"/> Water connections  <b>Other (Detail)</b> <input type="checkbox"/> <hr/>
<i>* For shipping containers please refer to Council's Guideline for the Management of Shipping Containers On Council Controlled Land (<a href="https://www.cairns.qld.gov.au/_data/assets/pdf_file/0006/278628/5688877GuidelineShippingContainer.pdf">https://www.cairns.qld.gov.au/_data/assets/pdf_file/0006/278628/5688877GuidelineShippingContainer.pdf</a>)</i>			

#### 4 FUNDING

How is your organisation funding this project?		
<input type="checkbox"/>	Project will be partly or fully funded by club.	\$
<input type="checkbox"/>	Grant funding: <input type="checkbox"/> ▶ Club has successfully obtained a Grant <input type="checkbox"/> ▶ Club has/will be applying for a Grant : Grant Name: Funding Requested: Closing date: <input type="checkbox"/> ▶ A letter of support is required	\$
<input type="checkbox"/>	Sponsorship, Donation or In-Kind? Please specify details:	\$
<input type="checkbox"/>	Other: Please specify details:	\$
<b>Total Available Funds</b>		<b>\$</b>

#### 5 DOCUMENTATION

Please complete the checklist below <b>(Incomplete Applications will result in assessment delays)</b>	
Registration with Council's Go Clubs <i>(Mandatory for All Improvements)</i>	<input type="checkbox"/>
Site layout plan/Aerial Image <i>(Mandatory for All Improvements)</i>	<input type="checkbox"/>
Quotation for works or cost estimates (with works breakdown) <i>(Mandatory for All Improvements)</i>	<input type="checkbox"/>
Certificate of Currency Public Liability Insurance <i>(Mandatory for All Improvements)</i>	<input type="checkbox"/>
Elevation Plan <i>(Mandatory for Building and Structure Improvements)</i>	<input type="checkbox"/>
Building Layout Plan <i>(Mandatory for Building Improvements)</i>	<input type="checkbox"/>
Letter of support from the Lessee or Co-tenant <i>(Mandatory for sub-tenants and co-tenants)</i>	<input type="checkbox"/>
Other available plans <i>(Desirable)</i>	

#### Committee Representative's Consent (Duly authorised by the Club Executive)

I have read the guidelines relating to the grant and certify that to the best of my knowledge the information provided in this application is correct.

Name:	
Committee Position:	
Signature:	Date:

Cairns Regional Council is collecting your personal information for the purpose of processing your application. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law.