

Factsheet— Application for Improvement Works Form

A guide to completing your Application for Improvement Works Form

About the Form

Organisations who hold a Lease, Licence or Permit are required to obtain permission from Council, as the Land Owner, prior to completing any work on site.

Approvals are required for building works, signage, fencing, new infrastructure etc.

Section One

- Club/Organisation details – please provide your Club/Organisation's particulars

Section Two

- Please provide the contact details for the Project Manager

Section Three

- If the Organisation sub-leases the land then written approval from the Head Lessee is required

Section Four

- A site plan must accompany the Application for Improvement Works Form highlighting the location of the proposed works/activity
- The site plan can be hand drawn

Section Five

This section must identify the project specifications; the type of project the Organisation is proposing:

- Water Tanks - provide the height and diameter of the tank, the material to be used e.g. polyethylene, and dimensions of the concrete slab
- Fencing - provide details on the length and height of the fence, proposed fence materials e.g. chain mesh/pool fencing etc and

whether or not pedestrian access is maintained

- Signage - provide artwork for the signs, its location and the dimensions of proposed signage
- Lighting - The Club will need to check if there is sufficient power for the proposed lighting project, lighting designs, certificates of compliance, and specification of lights and poles. Your electrical contractor should be able to provide you with this information
- Play Equipment - Design of play equipment, proposed materials and evidence of compliance with Australian Standards
- Filling, earthworks, drainage etc - provide details of proposed works, volume of materials to be brought in or removed from site, type of materials etc
- Building extension - Plans for the building extension, plumbing, electrical etc; information on materials and dimensions for proposed works
- New building work - attach all building and plumbing plans
- Other - if the project is not covered by one of the previous bullet points please detail the project and include all relevant plans and information
- Provide details on the need for the project, for example, the Club requires the building extension to allow for a referee room as required by the National Sporting Body's requirements; members have indicated that a playground for children would increase the time spent on site and attract additional members etc
- Provide details if the Organisation is applying for a grant to assist in the proposed project

Factsheet— Application for Improvement Works Form (cont...)

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Application Process

All paperwork should be provided to the Property and Insurance Unit at Council by emailing propertyinsurance@rrc.qld.gov.au. Once the paperwork is received it will be forwarded to the Sport and Education Services Unit for consideration.

Sport and Education Services will review the information and ensure all supporting documentation is attached or provided. Your application may be sent to other Council Departments for advice and/or comment. For example, any proposed building works are forwarded to Facilities Maintenance Unit for comment.

Your Application has been approved, what next?

If your Application has been approved you will be forwarded a letter advising of the conditional approval.

The Conditional Approval letter identifies the project particulars, the party responsible for maintenance and the asset owner.

The Letter then identifies what conditions the Organisation must fulfil before proceeding:

- Resource Entitlement - if the Organisation has a Trustee Permit or Trustee Lease it may need to obtain approval (Resource Entitlement) from the Department of Natural Resources and Mines
- Conduct a Dial Before You Dig and obtain irrigation plans - both plans are essential for any work which includes new infrastructure or excavation. The Organisation is responsible for sourcing and adhering to the plans
- Ensure the work is undertaken by a qualified contractor - the organisation must source a

suitable qualified person(s) to undertake the work. It is the Organisation's responsibility to site that person(s) licence and insurances

- Obtain relevant building or planning approvals - any planning or building approvals must be obtained prior to work commencing and it is the Organisation's responsibility to seek these approvals

Your Application has been declined, what next?

If your application has been declined you will be forwarded a letter advising of this. The Letter will advise why it has been declined and provide steps on what the Organisation is required to do so its application can be reconsidered.

Contact:

For more information please contact the Sport and Education Services Unit:

Phone: 1300 22 55 77

Email: sport@rrc.qld.gov.au

Grant Information:

Information on available grants can be located on the KickStartCQ Website. If you require a letter of support to accompany your grant application please contact Sport and Education Services.