

# Improvement Works on a Lease Site Application Form

**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of assessing your application for improvement works for your lease. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011*. Some of this information may be given to relevant Council Officers and authorised contractors for the purpose of processing your request. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



**This form is to be completed when an organisation who has undertaken a lease with Council, wishes to complete improvement works and requires consent by Council, as the landlord. Under the terms and conditions of a lease, the written consent of Council as landlord is required prior to a tenant undertaking any improvement works on the premises. Applications must be submitted to Council well in advance of submitting a grant application project.**

**P:** 07 4932 9000 | **E:** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | **W:** [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

## Organisation Details

Lessee name:

Lease site address:

Postal address (if different):

Contact number:

Email:

## Contact Person's Details

Name:

Position:

Contact number:

Email:

## 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.*

## Project Specifications *(please complete sections that are applicable)*

### Water tank

Height:

Diameter:

Dimension of concrete slab:

Materials used:

### Fencing

Length:

Height:

Is pedestrian access maintained?  Yes  No

Materials used:

### Signage

Ensure the following documents are attached to this application:

- Plan showing dimensions of proposed sign
- Full details of the wording, layout and colour of the sign

### Lighting

Ensure the following documents are attached to this application:

- Lighting design prepared by an engineer or lighting supplier

- Statement of Certification that the design complies with Australian Standard 4282 Effects of Obtrusive 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)

### Play equipment

Ensure the following documents are attached to this application:

- Play equipment design (include materials, e.g. metal, wood)

### Filling/earthworks/drainage

Ensure the following documents are attached to this application:

- Full details of the proposal (include volume of materials to be excavated or brought in)

### Extension to existing building

Ensure the following documents are attached to this application:

- Plans of proposal (clearly indicating existing structure and proposed extensions)
- Full details of dimensions and materials

### New building work with services

Ensure the following documents are attached to this application:

- All building plans, fit out and plumbing works

### New building work with no services (eg storage shed)

Ensure the following documents are attached to this application:

- All building plans

### Other

Ensure the following documents are attached to this application:

- Full details of dimensions and materials

### Project Details

Provide details on the need for this project:

What is the estimated total cost of the project:

### Grant Details (please provide details if your organisation is applying for a grant to fund this project)

Grant name:

Closing date: