



# Application for works on Council owned land



## Application for works on Council owned land

This application form is to request consent before carrying out works on Council owned land and/or facilities owned by Council.

### Before you start

Discuss your project with the Community and Cultural Services Department to identify any site constraints and obtain advice on your proposal in the planning phase prior to submitting your application.

If you are applying for a grant to fund this work, you will need to submit your application for approval to complete the works well in advance of submitting a grant application to Council or other organisations.

To help you complete this form, there are important details that you need to be clear on and have on hand including:

- ▶ Details about discussions with a Council officer and who you spoke to
- ▶ Who will carry out works
- ▶ Project details
- ▶ Plans
- ▶ An understanding of ongoing maintenance costs for the proposed works

If you do not have this information, please contact the Longreach Regional Council, Community and Cultural Services Department on (07) 4658 4111.

## When you need consent

You need to request the consent of Council for any proposed works on Council owned land including leased areas and buildings. Outlined below are examples of the type of work which require approval from Council:

- ▶ closed circuit television (CCTV)
- ▶ new buildings/structures
- ▶ extension to existing building/s
- ▶ field/court lighting
- ▶ fencing
- ▶ filling/earthworks drainage
- ▶ internal building work
- ▶ new fields/courts
- ▶ other lighting
- ▶ play equipment
- ▶ removal of buildings/structures
- ▶ signage
- ▶ sports fields
- ▶ sports field irrigation/bores
- ▶ tree or vegetation work
- ▶ water tanks

Work must not commence until Council provides written consent, and in certain cases, further approvals may be required from Council (e.g. development approval, advertising sign licence etc).

### Initial discussions

Have you discussed the work with a Council officer?

Yes    No

If so, what is the Officer's name?

During your discussion, did you find out about development approval permits?

A planning permit is required

An existing permit needs to be updated

No permit required

Didn't discuss permits

## What happens next?

Complete this form and submit to Council via email [assist@longreach.qldgov.au](mailto:assist@longreach.qldgov.au) or hand into your local Branch Office

Application is assessed and a Council report created by Council Officers. You may be contacted if more information is required.

Report is tabled at a Council meeting where a decision on the application is made by Council.

You will be notified of the decision of Council within 5 business days after the Council meeting.

## Contact Information

Name: (Group or Organisation)	
ABN:	
Contact Person:	
Postal Address:	
Telephone:	
Mobile:	
Email:	

## Organisation Vision/Mission

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## Project Details

Provide as much detail as possible up front. If we need more detail on the application it may delay the application process.

<b>Title of project:</b>	
<b>Project description:</b>	
<b>Location/address of project:</b>	
<b>Value of project:</b>	
<b>Project duration/ Target completion date:</b>	
<b>Other project milestones eg. funding closure dates:</b>	

<p><b>Outline the need for this project:</b></p>	
<p><b>Who is the target group for this project:</b></p>	
<p><b>If this is an infrastructure project, please outline who will be responsible for maintenance:</b></p>	
<p><b>If this is an infrastructure project, please outline if development and building approval has been sought:</b></p>	
<p><b>Annual estimate for maintenance costs:</b></p>	
<p><b>If this is an infrastructure project, who will be responsible for managing construction:</b></p>	

## Support Documentation

Plans, please make sure they include:

- ▶ permanent structures in relation to property boundaries
- ▶ proposed works
- ▶ dimensions of proposed works
- ▶ location and names of streets/street frontages
- ▶ a north point

## Consent and Declarations

I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.

I understand I may be asked to provide the Council with additional information as required

Signature:  Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	
Name in full:	
Community Group/ Organisation:	
Position in Group or Organisation:  If applicable	