Undertaking Minor Works on Council's Buildings - Submission Checklist

If you need help lodging your form, contact us	
Email	council@northernbeaches.nsw.gov.au
Phone	1300 434 434
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095 Mona Vale 1 Park Street Mona Vale NSW 2103

Dee Why
Civic Centre, 725 Pittwater Road
Dee Why NSW 2099

Avalon
59A Old Barrenjoey Road
Avalon Beach NSW 2107

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

The following form has been developed to assist user groups when considering submitting an application to Northern Beaches Council to carry out works on Assets owned by Northern Beaches Council

Part 1: Applicant Details

Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other
First Name	
Last Name	ABN
Position	
Name of User/Group/Organisation	
Address	
Post Code	
Mobile	
Email	
Does your organisation/group have any paid workers?	
Details of Asset that work is being requested for:	

Part 2: Project Description

State the purpose of the works and the role it will play in delivering a service e.g. club house for meetings, storage for equipment, DA application, grant application etc. Please include as much detail as possible such as plans, scope of works, quotes and photos.

Part 3: Community Issues

Have you discussed this proposal with the sporting union, neighbours, other user groups and anyone else who would be affected? Briefly describe the consultation and include supporting letters from the neighbours/groups etc. you contacted.	
Will the proposed asset be available for use by other user groups? If yes, please provide details.	

Part 4: Financial Issues

What is the estimated capital cost of the works?	$			
Who will be responsible for funding the project?				
How will these costs be funded? Separately indicate all sources of funding, including exact details of each funding body.				
Grant	$			
User	$			
Other	$			
Total	$			
If Grant funding is to be used, who is responsible for making the application?				
Will the asset provide a financial return?	Yes		No	
If Yes, specify the estimated annual amount for the following:				
Council				
Users				
Other				

Part 5: Lease or Licence Issues

Is the asset currently covered by a lease/licence?	Yes		No	
If YES, are the works allowable under your lease/licence with Council?	Yes		No	
If YES, will the works necessitate an amendment to the Lease or Licence or for a new Lease or Licence to be negotiated?	Yes		No	
If NO, will Council consider amending the Lease/Licence to accommodate the project?	Yes		No	
Please attach a copy of the Council's Resolution authorising the amendment to the Lease or Licence.				

Part 6: Building Compliance

Does the proposal comply with the Building Code of Australia and its Disability Discrimination Act provisions?	Yes		No	

Part 7: Applicant

By signing this form the applicant:

- Acknowledges that Council will not be liable for any costs incurred during the course of this project as a result of the issue of Owner's Consent. Any Council Financial contribution must be agreed to in a separate agreement
- Confirms that the details in this application are correct and in signing this form agrees to all related terms and conditions
- Signatory is authorised to request consent on behalf of the applying organisation

Name			
Position			
Signature		Date	