

This form is to (please select one):

- Seek initial support/feedback for a project prior to engaging in concept or other design or planning task
- Seek in principle support for the purpose of applying for a grant
- Seek formal owner's consent for the project

Responsible Community Development
Officer

1. Details of community organisation

Name of community organisation making the request	
Organisation contact person	
Position in organisation	
Organisation contact email address	
Organisation contact phone number	

2. Project details

Project title	
Site address including lot and plan	
Is the project located within the organisation's leased area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Brief summary of the project e.g. What is being proposed?	

3. Approvals

Planning Please consult with Council's Development Assessment Branch prior to completing this section.	Is planning approval required for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details below. i.e. DABW, Code Assessable, Impact Assessable: Has planning approval been obtained? <input type="checkbox"/> No, but will be <input type="checkbox"/> Submitted, but not yet approved <input type="checkbox"/> Obtained (please attach copy)
Building Please consult with Council's Building and Plumbing Branch prior to completing this section.	Is building approval required for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has building approval been obtained? <input type="checkbox"/> No, but will be <input type="checkbox"/> Submitted, but not yet approved <input type="checkbox"/> Obtained (please attach copy)

Plumbing Please consult with Council's Building and Plumbing Branch prior to completing this section.	Is plumbing approval required for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has plumbing approval been obtained? <input type="checkbox"/> No, but will be <input type="checkbox"/> Submitted, but not yet approved <input type="checkbox"/> Obtained (please attach copy)
Other considerations and overlays	<input type="checkbox"/> Heritage <u>Comments</u> <input type="checkbox"/> Native Title <input type="checkbox"/> Environment <input type="checkbox"/> Other

4. Ongoing cost considerations	
Does the organisation understand the maintenance and ongoing cost implications of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how does the organisation propose to meet these obligations?	

5. Attachment checklist
Included with this form: <ul style="list-style-type: none"> <input type="checkbox"/> Sketches or designs that provide detail on height, width and length of infrastructure, works etc. <input type="checkbox"/> Evidence of Committee approval to proceed with project (mandatory for formal owner's consent or in principle support for grant) <input type="checkbox"/> Site plan that shows the location of the proposed project and any existing infrastructure and/or site considerations. <input type="checkbox"/> Any quotes for works (if applicable). <input type="checkbox"/> Written advice from Development Assessment Branch or planning approval. <input type="checkbox"/> Written advice on building approval.

OFFICE USE ONLY
Community Development Officer commentary on project. Include information on need/demand, risk and opportunities of project, works to date, relation to any Council plans etc.

Privacy
 Council will use any personal information provided for the purposes of processing your event application and for remaining in contact with you. Please note your information may be shared with other government agencies with an interest in events management. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.