

Improvement Works on Site Application Form – Sport and Recreation

The *Improvement Works on Site Application form* is for Sport and Recreation organisations operating on council owned and controlled land to complete when requesting a project that improves a site.

Project examples: Installation of sports field lighting, Construction of new permanent shade structures, Upgrades to clubhouse

Form process:

1. On receiving this form, contact your local sport and recreation officer before completion of the form via phone or email
2. Complete the fields of the form that are relevant to the proposed project
3. On completion, submit the form to sportandrec@chrc.qld.gov.au
4. Applicants will be notified on review of the project and supporting documentation.

Organisation Details

Club Name:

Facility 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 Need (attachment required)

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/land use

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/Considerations

Ensure the following documents are attached to this application:

Full details on maintenance and upkeep of improvement

Proof of Consultation (with other users in facility)

Site Pass for Consultants/Contractor Management Procedures completed

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:

Available amount:

Closing date:

Project Approval

Approved

Not approved

Comment

Signed:

CHRC Representative

Name:

Position:

Date:

Privacy notification: *The personal information requested on this form is being collected by Central Highlands Regional Council for associated improvement requests at Central Highlands Regional Council owned facilities.*