



Section Four: Facility Development Projects

Facility Development Projects

Organisations are encouraged to develop infrastructure to meet the demands of their activity and membership base. Developments must be planned and approved to ensure site functionality and safety is maintained for future generations of users. Council understands that many volunteer committees feel overwhelmed by the various approvals and requirements. Organisations should liaise with Council's Sport and Recreation Unit in relation to any proposed development projects and to seek guidance in undertaking this process.

Please refer to Appendix B - Building Development Checklist.

Improvement Works Application

Clubs and community groups are advised to contact their Sport and Recreation Officer prior to submitting an Improvement Works Application to discuss their proposed project. Contact Sport and Recreation to discuss your proposal via sportrecreation@moretonbay.qld.gov.au.

Prior to commencing any permanent or temporary (including scaffolding structures erected for purposes such as filming platforms, scoreboards etc.) works on Council owned or controlled land, the organisation must submit an Improvement Works Application (IWA). The IWA must be accompanied by relevant plans, quotes and other documentation that will enable an assessment to be undertaken by Council. If there is any missing information, the application will be considered incomplete and will not progress until such time as all information has been provided. A fact sheet detailing what documents are required when submitting an application, as well as what type of works require approval, can be found by following the link below.

<https://www.moretonbay.qld.gov.au/files/content/public/services/community-support/community-leasing/community-leasing-improvement-works-application-fact-sheet.pdf>.

Should the information not be provided within 2 weeks, the application may be cancelled.

If after assessment the project is deemed suitable, Council will provide the organisation with a letter of consent stipulating conditions of approval. The permission letter does not grant automatic approval to commence works. The conditions will specify if other approvals such as planning, building and plumbing approvals are required.





The consent letter should be provided to any external contractors used by the club to ensure that the works are completed in accordance with the conditions. Upon completion of the project, all 'as constructed' and warranty information must be provided to Council for record keeping purposes.

To submit an Improvement Works Application, visit www.moretonbay.qld.gov.au/improvementworks.

Asbestos Management Plan

Asbestos has been banned from use in construction activities in Australia since 1989 and completely since 2003. However, buildings constructed prior to these dates may contain asbestos. There is no requirement to remove asbestos from buildings provided the materials remain in place in a bonded, undisturbed form. Council-owned buildings that may contain asbestos have been inspected and an Asbestos Management Plan (AMP) provided to the lessee.

Before any club member, tradesperson or other person undertakes work at a building, they must refer to the Asbestos Management Plan. The Asbestos Management Plan details the actions to be taken prior to conducting works and the actions required should asbestos be present. The Asbestos Management Plan must be kept secure but available for all persons that require access. If the organisation has misplaced its Asbestos Management Plan, please contact the Sport and Recreation Unit sportrecreation@moretonbay.qld.gov.au to obtain another copy. If a building was constructed after 2003, there will be no Asbestos Management Plan.