

Up next at 7.20pm...

Improvement Works Application,  
Understanding the process –  
Lacey Hill and Kimberley Cowell  
(Community Leasing Officers)

# COMMUNITY LEASING



SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

# IMPROVEMENT WORKS APPLICATION



What is it?

When will one be required?

What information to include?

How to Apply?

What to do once consent is provided?

What to do once works are completed?

# What is an Improvement Works Application?



Prior to commencing any permanent or temporary improvements on council owned or controlled land, the community organisation must submit an Improvement Works Application (IWA) seeking landowner's consent from Council



# When is an Improvement Works Application required?



For any projects that the organisation are looking to undertake that include:

- Works that is not considered general maintenance
- New buildings or extensions
- Fixed building improvements (e.g. air conditioning, solar etc...)
- Activity Related Infrastructure (e.g. player shelters, grandstands etc...)

**If you're unsure, please contact Community Leasing to discuss further**

# What information to include?



A complete application must include:

- A detailed site plan
- Plans of the proposed works (including dimensions, materials, colours, water / sewer / electrical infrastructure, floor plans, make / model, slab / footings design, elevations, etc.)
- Quotation for works
- For sub-tenants and co-tenants - A letter of support for your proposed project from the Lessee or co-tenant
- A copy of your organisation's certificate of currency for public liability insurance

**It is important to include as much information as you can to avoid any delays in the application process.**

# How to apply for an Improvement Works Application?



To submit your Improvement Works Application:

- Visit Council's website at <https://www.moretonbay.qld.gov.au>
- Type 'Improvement Works Application' in the search bar and it will be the first link
- Once the page loads, hit the blue 'Submit application' and follow the prompts

## Community leasing improvement works application

### Making application

- 1** Gather required information
  - Site Plan - Site plan can be hand-drawn and should identify all existing structures and the location of the proposed works. The site plan should also identify any site boundaries, trees, vegetation or water courses located in the vicinity of the works.
  - Quotation for works.
  - Plans of the proposed works - Plans will need to be included for the proposal and should include such details (where applicable) as dimensions, materials, colours, water / sewer / electrical infrastructure, floor plans, make / model, slab / footings design, elevations, etc.
  - A copy of your organisation's certificate of currency for public liability insurance.
  - For sub-tenants and co-tenants - A letter of support for your proposed project from the Lessee or co-tenant
  - Council's online application may request additional information depending on the type of works proposed.
- 2** Submit an application
  - Sign in to MBRC Online Services ([Instructions](#))
  - Go to 'Enquiries'
  - Find 'Community - Council Support of Community Groups' and click 'Start' to begin the process.

Submit application



# How to apply for an Improvement Works Application?



Welcome To MBRC Online - All Your Business With Council In One Place (Please Log Out From MBRC Website)

Enterprise Search

My Details My Account MBRC Pay Now Create MBRC Customer Request **Enquiries** Application Tracking My Lodged Applications Applications On Notification My Properties

Update My Details MBRC Pay Vehicle Infringement My Animals

21 Enquiry Types. Select an enquiry type to view the details.

- Building - Building Work**  
For all applications relating to:  
Requests to finalise building approvals that have not yet been finalised  
Inspections of properties to confirm whether all structures have the appropriate approvals  
requests for temporary accommodation permits  
Request to issue Notice of Compliance for a residential service  
Pool fence exemption request  
Pool safety certificates  
Budget accommodation  
Request for a change or statement of classification to be issued for building work.
- Building - Private Certification**  
Lodgement of Building Approval (Involving the upload of Form 20, DA Form 2, Decision Notice, Approved Plans and Additional Supporting Documentation)
- Building - Private Certification - Additional Documentation**  
Submission of additional building approval documentation including Notice of Engagement (Form 56), Notice of Disengagement (Form 22), Final Certificates (Form 21, Form 11, Form 17), Lapsing Notice (Form 57) or notification of the re-engagement/engagement of another Certifiers File.
- Cemeteries**  
Purchase burial rights  
Apply for interment  
Memorial plaques and grave improvements
- Community - Council Support**  
Apply for a donation to cover the cost of rates and charges levied by Council and Unitywater for your community group  
Apply to undertake improvement works on facilities your community group leases from Council (BWA)  
Apply for a remission of development application fees and/or infrastructure charges for your community group
- Development - Prelodgement Advice**  
Council offers free advice services for prospective applicants to discuss a proposal prior to lodging a formal development application.  
The purpose of the prelodgement process is to facilitate 'properly made' applications to enable a quicker decision process for applicants. Through this process, identified matters can be discussed and considered prior to lodging a development application.  
There are two types of prelodgement advice requests, being either **General**, or **Detailed**.  
**General** advice is for applicants who are intending to lodge a development application with Council and seek confirmation on matters such as site-specific planning interpretation (ie category of development and assessment), confirmation of applicable codes, and responses to specific questions where sufficient detail is provided.  
**Detailed** advice is for an Applicant and Council's staff to discuss in detail matters regarding a proposed development proposal and engage in collaborative assessment prior to the formal lodgement of a development application. To enable Council to provide suitable advice, proposal plans (to an assessable standard), detailed assessment of rates code, and a list of specific questions highlighting areas of concern will need to be provided. This type of request will generally result in a formal meeting.

3.

What type of funding, discount or remission are you requesting?

Select an option from the drop down list \*

Description	Search
Donations in Lieu of Rates and Charges	
Improvement Works	
Remission of Application Fees and/or Infrastructure Charges	

Search for the subject property by typing the address or lot and plan details. If the application is over more than one property, tick 'Add another' to add more. \*

Next >


Start



# What to do once consent is provided?

Before commencing works, the organisation must:

- Read the consent letter
- Understand any requirements or conditions
- Provide a copy of the consent letter to the contractor
- Advise Council if the scope of works changes



Moreton Bay  
Regional Council

Phone: (07) 3205 0555  
Our Ref: Doc ID: 1122334  
App No: LE/2022/0000  
Date: 16 March 2022

Ms ~~Tiddledy~~ Winks  
President  
ABC ~~Tiddledy~~ Winks Club Inc.  
123 Drury Lane  
KALLANGUR QLD 4503

Dear Ms Winks,

**Improvement works application**

Moreton Bay Regional Council as landowner gives consent to ABC ~~Tiddledy~~ Winks Club Inc. (the organisation) to undertake work associated with facility upgrades at ~~Tiddledy~~ Winks' Hall, 123 Drury Lane Kallangur (Lot 11 on SP1234). The proposed works are summarised below:

- installation of a 6m by 3m shed for the purpose of meetings and storage
- amenity upgrades
- painting of existing clubhouse

This consent is subject to the following:

**Before work commences**

Prior to work commencing the organisation will need to:

- Engage an independent private building certifier licenced with the Queensland Building & Construction Commission to obtain a building development approval for the proposed building works;
- provide Council with a Form 15 (compliance certificate for structural design/specification) as supplied from a Registered Professional Engineer in Queensland for design of the shed

**After the work has been completed**

Council needs to be advised once the work has been completed. Advising Council of the completed works will ensure that improvements are recorded in Council's asset system and covered by Council's insurance policy.

The organisation will need to provide Council with:

- A copy of a 'Final Inspection Certificate' (i.e. Form 21) for the completed building work, issued by a private building certifier;
- A Form 16 (Inspection Certificate/Aspect Certificate/QBCC License Aspect Certificate) as supplied by a suitably experienced contractor;
- A Certificate of Testing and Compliance (installations) and/or Certificate of Testing and Compliance (equipment), in accordance with the Electrical Safety Regulation 2013 as supplied by your electrician;

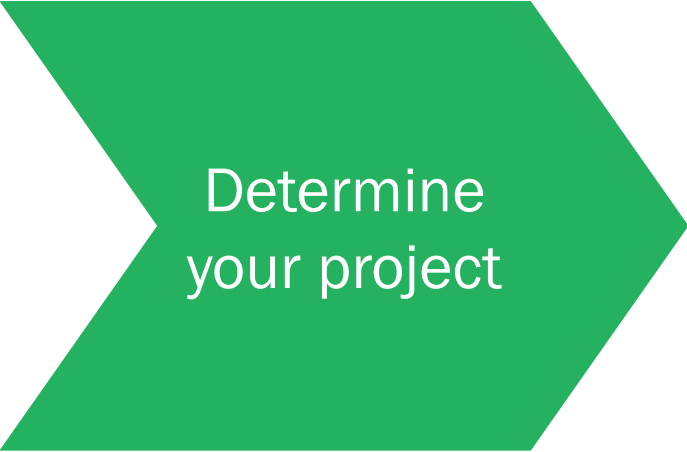
Customer Service Contacts  
PO Box 159 Caboolture QLD 4510 | T (07) 3205 0555 | E [mbrc@moretonbay.qld.gov.au](mailto:mbrc@moretonbay.qld.gov.au) | W [www.moretonbay.qld.gov.au](http://www.moretonbay.qld.gov.au)

# What to do once works are completed?



To ensure Council's asset and insurance registers are updated in a timely manner, after works are completed, the organisation must:

- Advise Council works are completed
- Provide Council with documentation detailed in the consent letter (e.g. certification, warranties, manuals and photos etc...)



Determine  
your project



Gather your  
supporting  
information



Lodge your  
Improvement  
Works  
Application



Receive  
land-  
owner's  
consent



Complete  
the works



Provide  
Council with  
required  
documents

## KEY REMINDERS

- Landowner's Consent must be received before any works can commence
- Contact Council's Sport and Recreation team regarding any facility development ideas prior to lodgment
- If unsure at any time throughout the process, contact the Community Leasing team



QUESTIONS



HAS THIS BEEN HELPFUL?

CommunityLeasing@moretonbay.qld.gov.au  
(07) 5433 2555