

Community Leasing - Improvement Works Application

Tenants of a facility leased from Council must submit an Improvement Works Application to obtain Council approval for any improvements within the lease, licence or permit area. Council may approve, approve with conditions or refuse applications at its discretion.

If approval has not been provided by Council, your organisation may be required to remove any illegal, non-conforming or unapproved structures (permanent or temporary), or order the immediate non-use or securing of such items at the expense of the lessee or occupant.

When is approval required?

The Lessee will need to request approval from Council as landlord for any proposed works within the lease, licence or permit area, including but not limited to:

- New building work
- Extension to existing building/s
- Removal of buildings/structures
- Decking
- Internal building work/refurbishment
- Electrical works
- Air conditioning
- Solar panels
- Activity related infrastructure (e.g. goal posts, player shelters, dugouts etc.)
- New fields/courts
- Fencing
- Signage
- Field/court lighting
- Other lighting
- Filling/earthworks drainage
- Water tanks
- Playground equipment
- Tree or vegetation work

Work must not commence until Council provides written consent as landlord. If the proposed works are outside of the leased area, an application can still be submitted and may require an extension of the leased area if approved. Works to undertake minor maintenance or the like-for-like replacement of items for example the replacement of an internal door, does not require prior approval. If you are unsure, please contact Community Leasing to obtain advice.

What is the timeframe for application assessment?

The Community Leasing team will consult with your local Councillor, as well as a number of internal stakeholders, about the proposed works. This process can take up to four weeks to complete so this timeframe should be considered when planning any works or applying for grants. In certain cases, further approvals may be required from Council as the local authority (for example development approval and building approvals).

How does our organisation apply?

Step 1: Prepare supporting documentation

Prepare the supporting documentation required for your online application as Word, PDF or JPG files. The required attachments will include:

- 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, lighting plans/lux plots 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.

Step 2: Submit online application

- Complete the application form online at (www.moretonbay.qld.gov.au/improvementworks). Please ensure all supporting information is attached to your online application. If you are experiencing difficulty completing the online application form, please phone Council on (07) 3205 0555 to seek assistance.

What do we need to do once we have approval?

The commencement of works must occur within 12 months of the date of the approval letter. The approval letter will include a number of conditions and works must be carried out in accordance with all conditions detailed in the approval letter. The organisation is responsible for all costs associated with the development, construction, private certification (if required) and insurance of the works, and any ongoing maintenance, replacement and repairs in accordance with the organisation's existing lease agreement.

What do we need to do once the works are complete?

Council must be notified when works are completed to ensure the application is finalised. Upon finalisation, Council will arrange any appropriate asset capture and any building insurance if applicable.

Failure to provide advice to Council of completed building works will result in the new building/extension being uninsured and not covered for incidents and your organisation will be responsible for rectification should any incidents occur. For further details regarding insurance responsibility, please refer to your lease agreement.