



Request for Land Owner Consent

Details about your organisation and project

Registered name:		ABN:	
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Postal address:	
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Legal Identity	<input type="checkbox"/> Incorporated Association <input type="checkbox"/> Sole Trader <input type="checkbox"/> Proprietary Ltd <input type="checkbox"/> Trust <input type="checkbox"/> Other (<i>please specify</i>) _____
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Contact person:	Telephone number/s:
Contact person's position:	E-mail address:

Is your organisation the Head Lessee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Letter from the Head Lessee approving the project is attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Public Liability Certificate of Currency Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Project Name:	
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Project Location(s):	
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Do you have funding for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please give a brief description of your project (a more detailed description and plans can be sent as an attachment to this document):

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The Land Owner Consent Process:

No works can be undertaken prior to the land owner consent being given. Applications for consent will be considered once a month and a letter of response returned to the address above (with a copy to the Head Lessee), once an internal consultation is completed. Please note the below conditions are included in any Land Owner Consent and should be considered as part of your club's proposal and cost:

- the Lessee obtain Development Approval (DA)
- all works undertaken to be conducted in a professional manner
- all works undertaken must comply with all relevant and applicable Legislation and all lawful conditions, requirements, notices and directives issued or applicable under any such Legislation

- all works undertaken to comply with any applicable construction industry or public health and safety standards in relation to the works
- any other works caused as a result of this project is to be the responsibility of the Lessee
- the Lessee has funding to complete the project in an agreed timeframe with council
- the Lessee will be responsible for all on-going maintenance upkeep and repairs of the structure including the removal of graffiti and managing vandal damage
- the Lessee is responsible for managing stormwater runoff from the structure
- the Lessee will be responsible for the security of the new structure
- the Lessee ensures that the colour of the structure is sympathetic to the surrounding amenity
- the Lessee ensures that they liaise with council's Community Assets Team regarding the management of the project
- the construction must be supervised and completion of the structure to be signed off by a licensed builder
- providing council with a certificate of electrical compliance and certificate of warranty once the works have been completed
- assuming all on-going maintenance, cleaning, upkeep, repairs and replacement of the works, including any heating/cooling systems added
- confirm with your insurer (as Lessee) that your insurer will indemnify the proposed works and ensure any completed works are included on any insurance policies (for contents, add to the clubs contents insurance, building alterations please contact Council for changes to the insurance of the building)
- before the lease comes to an end, if required by the Council, remove and reinstate any alterations or additions made to the premises by the Occupiers to the Council's satisfaction.

This is not an exhaustive list of conditions; additional conditions may apply to your specific project and will be included in the letter of consent.

It should be noted that the subject improvements are fixtures to the land and whilst their construction and maintenance is the responsibility of the Lessee, the ownership of the improvements rests with the landowner.

Please forward completed application to:

Property Transactions
 City of Onkaparinga
 PO BOX 1
 NOARLUNGA CENTRE SA 5169

Or by email to: mail@onkaparinga.sa.gov.au

*****Please allow up to four weeks processing time***

 Signature of Representative

 Print Name of above Representative

Date / /