



Landowners Consent Form

Required when making changes to council land and or buildings.

The Landowners Consent Application Form is for community organisations that operate on Council owned and controlled land to complete when requesting permission to make changes to a council site.

Stage 1: This part of the form must be completed in the initial stages of planning before any grant applications can be submitted or in the case of a self-funded project, before contractors are engaged to commence work. A completed Stage 1 Form must be submitted to Council prior to applying for funding.

Stage 2: Completed once the funding is received or for self-funded projects when work is ready to be carried out. Works must not commence until a completed Stage 2 form is signed off by Council.

NOTE: This form does not replace any of the necessary planning, building or plumbing permits required prior to works commencing.

Please submit the application to: community.liaison@wdrc.qld.gov.au

Stage 1: When applying for funding or for approval in principle for self-funded projects:

Organisation

Name of Organisation

Contact person's name

Contact person's role

Contact person's mobile

Contact person's email address

Does the organisation hold tenure?

Yes ☐ No ☐

Does the organisation have insurance? *If yes, please attach.*

Yes ☐ No ☐

Project

Project name

Project short description

Details of the proposal eg. Drawings/maps/plans <i>Please attach if you have any drawing/maps/plans</i>	
Location of proposed project	
Does the project relate to 1. an event? Or 2. a building/facility? 3. a park or open space? 4. Other (Provide details)?	
Is the proposed project replacing an old building, upgrading existing or building a new building/facility/public toilet?	
Why is the project needed? Outline the benefits of the project to the Western Downs Region.	
Do you require a letter of support?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Financial	
Total project value? <i>Note: As per Council's Procurement Policy</i>	
Amount being applied to?	
Funding body name? Grant being applied for?	
How was the monies raised (self-funded)?	
Due date for letter of support requested (ie grant application due date)	
Who is responsible for the current operating costs? Electricity, Rates, Maintenance,	
Whole of Life Costs Who will be responsible for any new and/or ongoing costs associated with the project, such as electricity, maintenance, regular servicing.	
Consultation	

Has any consultation taken place with other users? Please provide correspondence. <i>Note: If the project is proposed for a shared area, you must receive endorsement from all users involved.</i>	
Stage 2: Confirmation of Funding (before project commencement)	
Contractor Details	
Quotes	
Final site plan and or drawings	
Lighting Plan (Sports fields)	
Building Approval (if applicable)	
Plumbing Approval (if applicable)	

Admin Use Only (Council) - Checklist	
ECM Number	
Date request was made	
Response Date	
Does the contractor need to be inducted on council WHS system	Yes <input type="checkbox"/> No <input type="checkbox"/>
Letter of Support required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there an Agreement already in place? If <i>yes</i> , explanation needed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of insurance attained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a conflict with location? If <i>yes</i> , explanation needed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Approvals need? If <i>yes</i> , explanation needed. e.g planning, building and/or plumbing	Yes <input type="checkbox"/> No <input type="checkbox"/>

Consent (Council)	
Facilities Operations	
Facilities Assets	