

Guidelines for obtaining Council permission for all minor works to Council sporting facilities and assets

Clubs wishing to undertake maintenance, modifications and minor works at their cost to any City of Boroondara sporting facility, must first seek Council's written approval.

Council Permission Process

1. Club identifies project and scope/specifications.
2. Club makes initial contact with Council's Sport and Recreation Team to ask for advice and provide information on the proposed project. Council, as the owner of the land, will approve or reject the proposed works submission.
3. **If principal approval is given** - the club must obtain quotes, develop plans and identify a preferred contractor.

Depending on the nature and location of the works, there may be a preference from Council for the works to be quoted or undertaken by Council contractors.

4. **Submission of Club Funded Works Application Form** – The club is required to submit a formal application. The submission must include the following attachments:
 - Quote from builder and/or construction company
 - Written confirmation that the cost of approved works will be fully covered by the club
 - Contractor's insurance certificate, including business details and Work Cover certificate
 - Concept plans (including structural plans, site maps and specifications where required).
5. **Review of application** - Council will formally approve or reject the application. Further information and a site meeting with the contractor may be required to assist with the assessment of the project.
6. **Park access** - Some works may require access to parks or open space. This is a last resort and requires an additional approval process. More information is provided in the additional information section below.
7. **If the application is successful** - the timing of the works will be negotiated with Council. Council will provide written confirmation approving the works and outlining any conditions that must be adhered to. Written approval must be gained from Council prior to any project commencing.

Additional Information

- **Maintaining facility condition** – The condition of the facility must be maintained. If damage is caused to the facilities due to approved works, the club and/or contractor is responsible for the make good costs of repairing the damaged area.
- **Council inspections** – Council may require inspections to be conducted during the works to ensure that contractors conform to Council's safety standards. After the completion of works, a final inspection will be carried out to ensure the project is delivered to the agreed standards.
- **Building and planning permits** – If building and/or planning permits are required, designs and plans will need to be drafted by a qualified draftsman, which will need to be added to your project costs.

Please be aware of time delays when preparing and submitting permits. To find out more information on building and planning permits, please contact Boroondara City Council on 9278 4444 or email boroondara@boroondara.vic.gov.au

- **Project funding** – For any proposed works, consideration should be taken into account for any unforeseen costs that may arise from implementing the project. It is recommended that when planning a project, contingency costs are factored in (e.g. 10% of total costs). Council will not financially contribute to any works not identified in the adopted Council budget.
- **Asset installation deed** - Some works will require an asset installation deed agreement between Council and the club funding the works. This document will be written by Council's Legal Services Department and will need to be signed by both the sport club and Council.
- **Council contractors** - Council's preference is to have council contractors quote and carry out requested works. Council contractors have been appraised and are familiar with Council's sportsgrounds, pavilions and associated infrastructure.
- **Park access** - Some works may require access to parks or open space. As part of this process you will be required to provide details of access routes and any vehicles involved. Park access also requires a 'Park Access Asset and Key Bond' starting from \$1000. Park access is only granted between 1 December and 1 April and is weather dependent. Please allow at least 6 weeks for park access requests to be assessed and processed.
- **Example of minor works projects clubs may fund:**
 - Installation of an electronic scoreboard or shade structure
 - Additional storage facilities
 - Upgrades to existing infrastructure
 - Minor pavilion modifications such as the installation of televisions, screens and audio equipment

Club Funded Works Application Form

Please complete all sections and provide the required supporting documents

Project Title: _____

Location: _____

Club: _____

Club Project Manager: _____

Contact Number: _____

Project Description (Scope): _____

Project Justification (How will this improve the facility/increase participation?): _____

Project Costs:

Cost: \$ _____

Add 10% (contingency):\$ _____

Total: \$ _____

Funding (source): _____

Name of Contractor: _____

Phone: _____

Is a planning permit required? Yes/No

Is a building permit required? Yes/No

Is park access required? Yes/No

Attachment Checklist:

Quote	<input type="checkbox"/>	Contractors insurance details and work cover certificate	<input type="checkbox"/>
Written confirmation of zero cost to council	<input type="checkbox"/>	Plans, drawings maps and specifications	<input type="checkbox"/>
Contractors business details	<input type="checkbox"/>	Building and planning permits (if required)	<input type="checkbox"/>