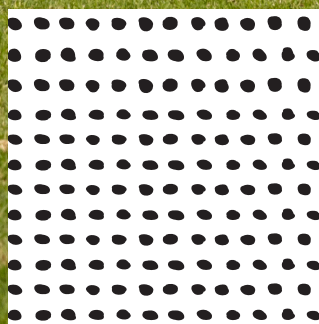


CITY OF SOUTH PERTH  
**CLUB FUNDED FACILITY  
UPGRADES**

2022



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## Application Guidelines

### 1. Purpose

To provide direction for local sporting clubs and community groups seeking to undertake capital works or improvements at facilities they currently lease or hire from the City, and to streamline the application and approval process.

This is not a grant funding application.

### 1.0 Objectives

- 1.1** To provide direction and assistance for sporting clubs and community groups within the City who wish to upgrade, alter, renovate, extend, or other modify facilities they currently use within the City of South Perth.
- 1.2** To ensure that unauthorised developments do not occur on City owned and managed property.
- 1.3** To streamline and simplify the assessment and approval process for clubs and groups who submit an application.

### 2.0 Details

#### *2.1 What does this application package cover?*

The information and application pack is designed for clubs/groups that hire or lease facilities and infrastructure from the City of South Perth. It outlines the process that needs to be followed should a club/group wish to make an improvement to the park or built facilities that they currently (or intend to) use.

#### *2.2 Why do I need to fill out the Application Form?*

The City of South Perth is committed to providing high quality sport and community facilities, however it is recognised that clubs and groups may wish to modify their facilities before the City has scheduled to replace or upgrade them. If a club/group has the financial resources to commit to funding an upgrade to these facilities and wishes to do so, the City requires them to submit this application form.

The application process is designed to ensure that there is a need for the project and that all required approvals and licenses are granted so that construction can legally begin. This will prevent the potential for any expensive remedial work required at the completion of the project.

#### *2.3 What does my application need to include?*

- Completed application form

- A project budget (section 4 of the application form)
- Any applicable floor plans, diagrams, specification information that may be relevant to the project and are available (section 6 of the application form)

\*N.B. Before completing and submitting an application clubs/groups must contact the Recreation Development Team to discuss their proposal.

#### *2.4 What kind of projects will be given approval?*

The City does not guarantee that approval to proceed with the proposal will be given, however projects that have the following characteristics will be looked upon favourably;

- Projects which are identified in, or contribute to the delivery of City of South Perth strategic plans,
- Projects where other users of the park or facility have been consulted and have no objection,
- Projects where improvements are in keeping with the style and form of the existing facility,
- Projects that have been carefully costed,
- Projects which support and improve shared use and multi-use of facilities,
- Projects where the final improvement will provide a benefit to the wider community.

#### *2.5 What kind of projects will not be given approval?*

The following projects generally will not be given approval to proceed:

- Projects that will negatively impact building compliance including safety, structural stability, accessibility or environmental sustainability,
- Applications that will significantly impact on the surrounding residents or users of the facility,
- Applications where the club/group does not clearly demonstrate the financial capacity to contribute to the cost of the project,
- Incomplete or partial applications.

### *2.6 When does my application have to be in by?*

There is no specific closing date for applications, they may be submitted at any time. Please be advised that the approval process may take some time, especially where the proposed improvement is complex or involves multiple stakeholders.

### *2.7 When do I have to use a registered builder?*

If the proposed project is over \$20,000.00 in value, then a registered builder must undertake the works. More information about the requirement to use a registered builder and any exemptions can be found [here](#).

## Application and Approval Process

The application and approval process will involve three stages:

1. Stage 1 – Project Approval
2. Stage 2 – Planning and Building Approval
3. Stage 3 – Project Completion

**\*N.B. City approval must be provided for projects before commencing.**

### 1. Stage 1 – Project Approval

#### 1.1 Application Process (Recreation Development)

The following steps are to be followed in making an application to upgrade/construct facilities at a City of South Perth facility:

- Club/group to contact the City of South Perth Recreation Development Team to discuss the project,
- Recreation Development Team to coordinate a site meeting with club/group representatives (if necessary),
- Recreation Development Team to identify and discuss planning and building approval requirements/issues (if required),
- Recreation Development Team to provide information on the application process and applicant requirements – provide application package, and
- Club/group to submit application on the approved application form with any required attachments (see section 2.3 of 'Application Guidelines' above)

### 1.2 Assessment Process

Applications will be initially assessed by the Recreation Development Team. The following assessment criteria will be used:

- Is there a current or projected need for the upgrade/structure?
- How will the project benefit the club/group? For example, will it improve safety, or allow for greater membership numbers?
- How will the project impact on the other user groups and surrounding residents – is a consultation process required? For example, will the project have a positive or negative effect on local traffic?
- Is there an opportunity for other user groups to be involved and to potentially benefit from the project? For example, sports field floodlighting.
- Does the upgrade/construction fit within the existing building/park classification? For example, does it comply with relevant Planning Schemes?
- Does the project consider environmental and sustainability issues? For example, will it reduce the power requirements of the club?
- Can the club/group afford the costs of the project? This will include both up front capital costs as well as ongoing costs.
- What are the cost implications for the City over the life of the project?

### 1.3 Approval Process

Approval for the project must be provided by the relevant Business Units (as needed):

- Community, Culture and Recreation
- Programs Delivery
- Development Services
- Assets and Design

Formal written approval to proceed with the project will be forwarded to the club/group, confirming timelines and outlining any requirements or conditions that have been imposed on the project.

## 2. Stage 2 – Planning and Building Approval

Following Project Approval, the club/group may be required to obtain Planning and/or Building Approval for the project, depending on the nature of the upgrade/construction.

Separate applications are required for Planning and Building approvals.

For more information regarding Planning and Building approvals, go to the City of South Perth website:

Building Approvals - <https://southperth.wa.gov.au/development/building/building-approvals>

Planning Approvals - <https://southperth.wa.gov.au/development/development-applications/application-process>

Once completed, applications should be submitted to the City for approval from the owner of the building (CEO, City of South Perth) prior to being submitted for formal assessment.

### 3. Stage 3 – Project implementation

Following approval to undertake the project, to commence and complete the project implementation, a number of requirements must be met:

- Projects must have development approval, building permit, certificate of design compliance (which ever applies) before proceeding.
- All contractors must complete the City's online induction system and have necessary licence and relevant insurances.
- Contractors must provide their construction safety management plan and traffic management plan (if required). Traffic management plan must be pre-approved by the City.
- Works program must be kept current and progress report provided to the City on at least fortnightly basis. Progress report must provide project status, causes of delay (if any), revised program, photos.
- The City will advise project milestones that will need to be informed of for inspections.
- Testing and commissioning specifications and result compiled and provided to the City at hand over.
- Any substantial variations to the project must be pre-approved by the City. Substantial variation includes structural, engineering, plumbing works, finishes altering the agreed scheme, etc.
- Project meeting minutes must be compiled and provided to the City during hand over.

**\*N.B. City of South Perth officers have the right to inspect the project at any time.**

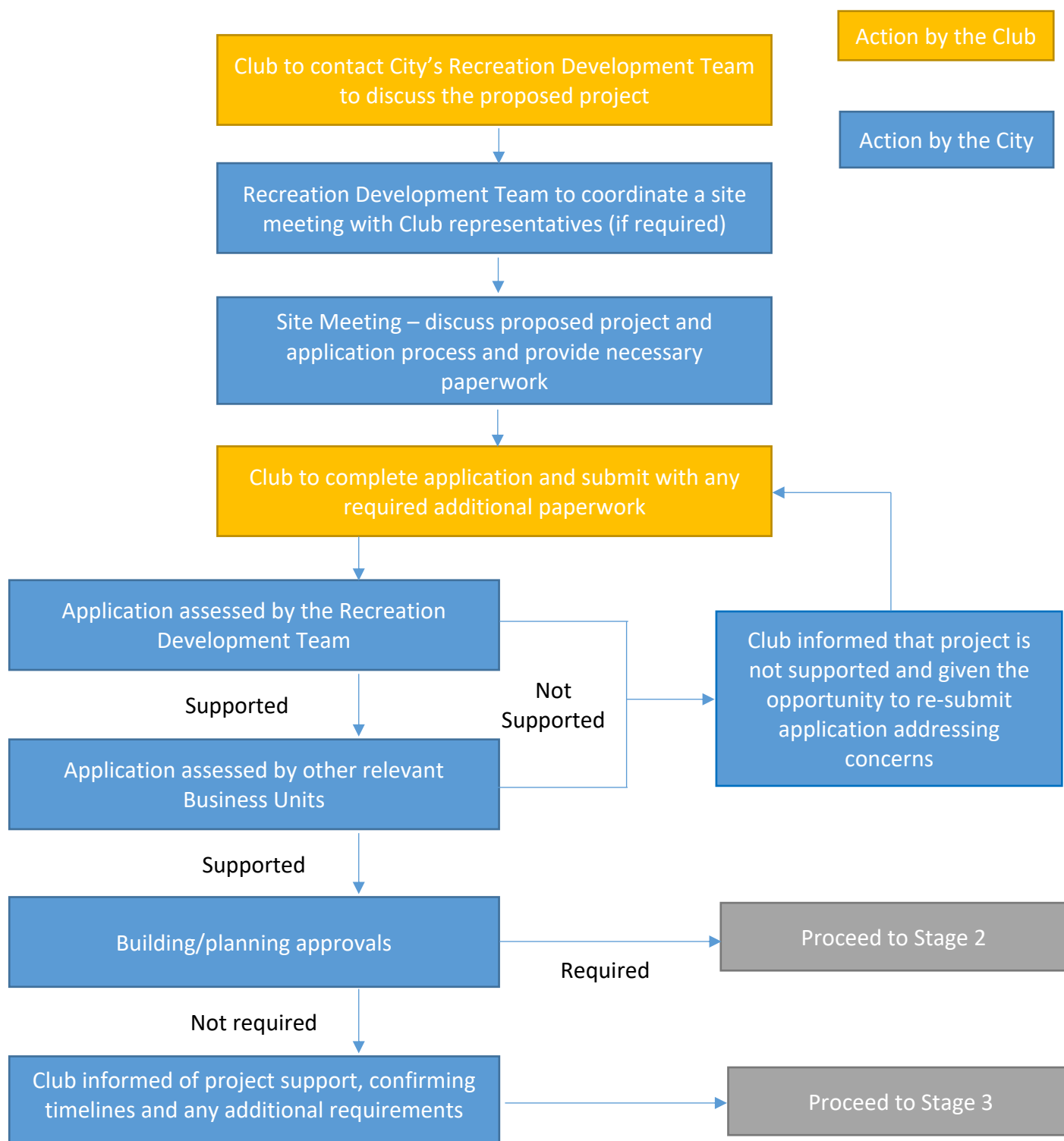
### 4. Stage 4 – Project Completion

When the project has been completed, the following must be provided to the City:

- Project Closeout report – to be done on the template provided by the City of South Perth,
- A cost reconciliation against each of the assets provided by the project.

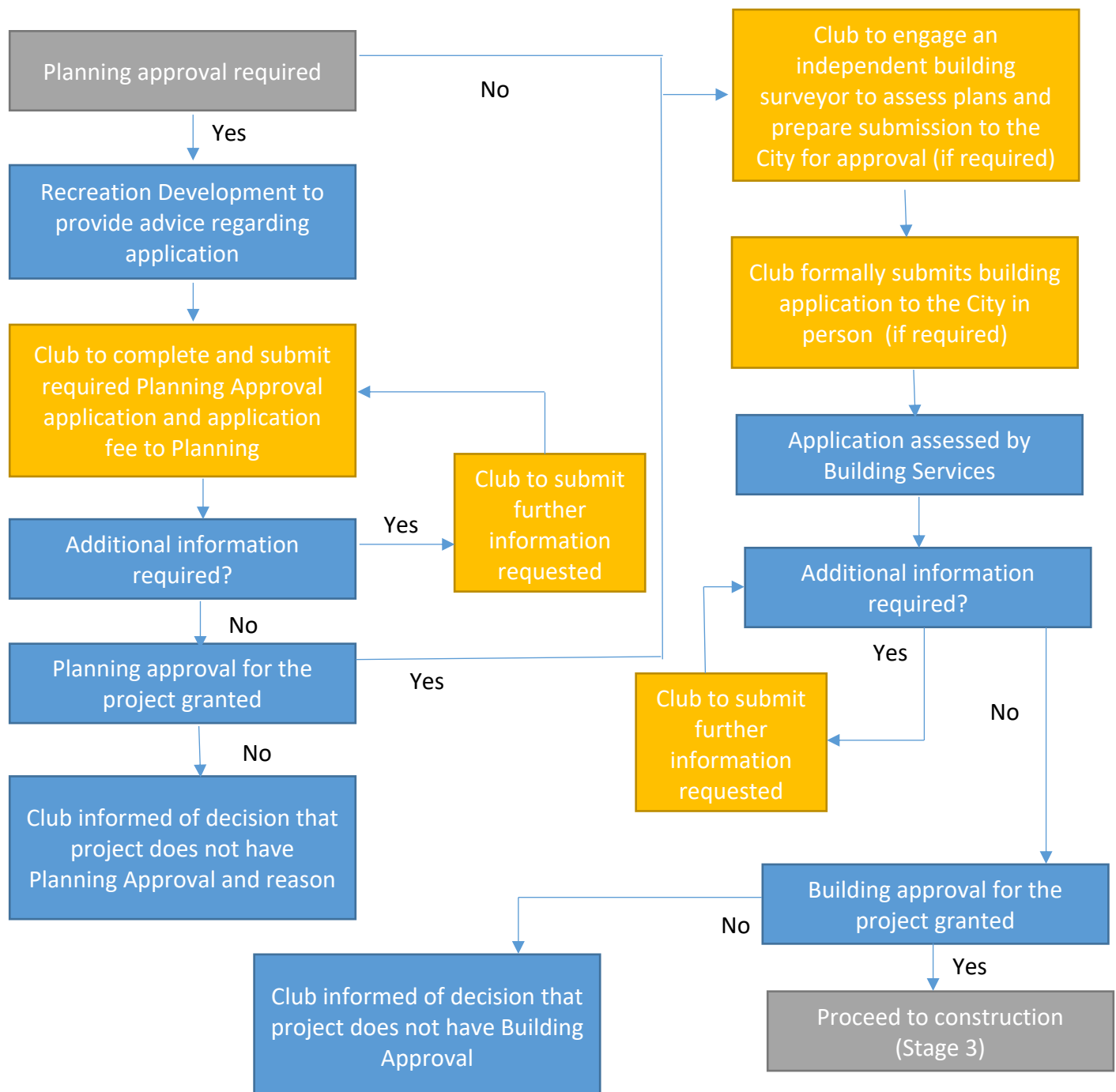
## Application and Approval Process Flowcharts

## 1. Stage 1 – Project Approval

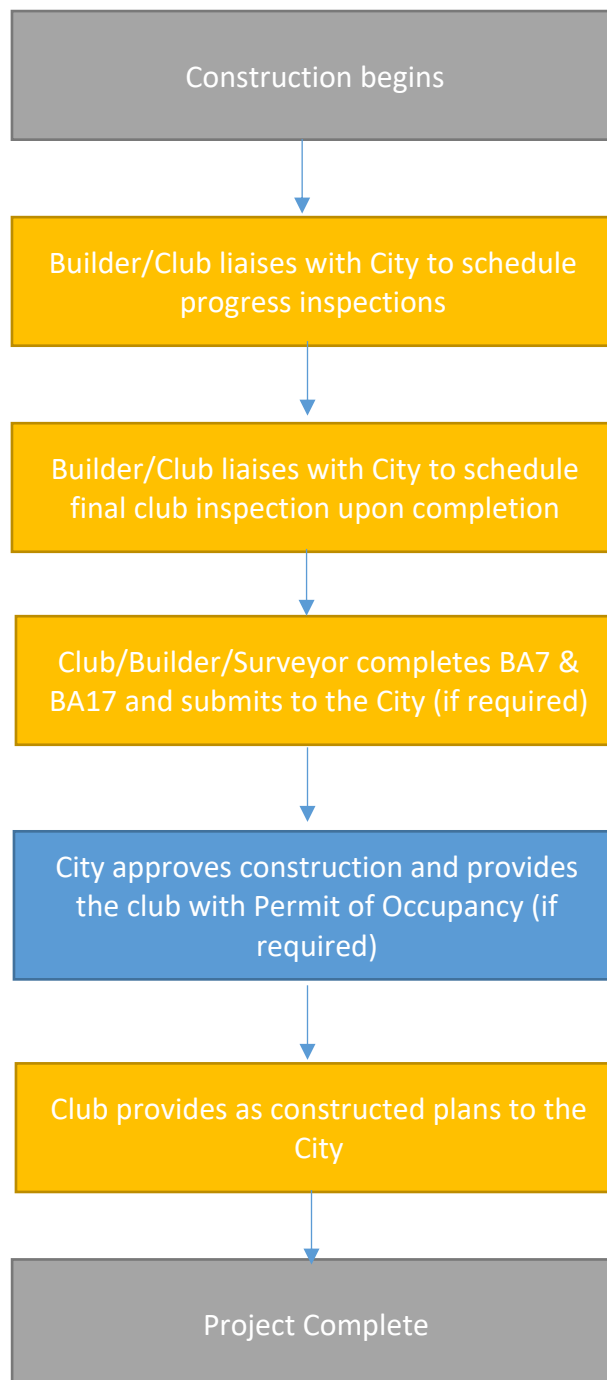




## 2. Stage 2 – Planning and Building Approval



### 3. Stage 3 – Project Completion



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**Animal Care Facility****9474 0777**

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