

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

2020



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Note: This application package may be used by any club or group who is a lessee or a regular hirer of a City facility.

Application Guidelines

1.0 Purpose

To provide direction for local sporting clubs seeking to upgrade or construct facilities that they currently lease or hire from the City, and to streamline the application and approval process.

2.0 Objectives

- 2.1 To provide direction and assistance for sporting clubs within the City who wish to upgrade/construct facilities.
- 2.2 To ensure that no unauthorized developments occur on City owned and managed property.
- 2.3 To streamline and simplify the assessment and approval process for clubs and groups who submit an application to upgrade/construct facilities.

3.0 Details

3.1 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 infrastructure on a park, or modify or expand the building that they use.

This is NOT a funding application. This document applies to improvements that are fully funded by the club/group that wishes to make them.

3.2 Why do I need to fill out the Application Form?

The City is committed to providing high quality sport and community facilities, however a number of clubs and groups may wish to extend or expand 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 encourages them to work through the application form.

The application process is designed to ensure that there is an individual 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.

3.3 What does my application need to include?

- Completed application form

- Plans of the improvement and its location
- A project budget

Clubs/groups are strongly encouraged to contact the Club Development Officer or Recreation Development Coordinator to discuss their proposal before completing and submitting an application.

3.4 What kind of projects will be given approval?

The City does not guarantee that approval to proceed with the improvements will be given, however extensions and upgrades that have the following characteristics and which incorporate the key principles of shared use and multi-use will be looked upon favourably;

- Applications where other users of the park or facility have been consulted and have no objection
- Applications where improvements are in keeping with the style and form of the existing facility
- Applications that have been carefully costed, and where the club/group demonstrates the financial capacity to cover the full cost of the project
- Applications where the final improvement will provide a benefit to the wider community.

3.5 What kind of projects will not be given approval?

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

- Applications where the club/group seeks a financial or in-kind contribution from the City
- 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 pay for the cost of the project
- Incomplete or partial applications

3.6 When does my application have to be in by?

There is no specific closing date for applications of this type. Applications may be submitted to the City at any time. Please be advised that the approval process may take some time, especially where the proposed improvement is complex or involves a number of stakeholders.

3.7 When do I have to use a registered builder?

If the proposed works are over \$5,000.00 in value then a registered builder must undertake the works.

Club Funded Facility Upgrades

Application Form

1. Applicant Details

1.1 Club/Group Contact Details			
Club/Group:			
Address:			
1.2 Project Coordinator(s) or Contact Person(s)			
Name	Phone	Fax	Email
1.3 Project Title			
1.4 Club/Groups membership levels over the past three years			
20__ - Senior	Junior:		
20__ - Senior	Junior:		
20__ - Senior	Junior:		
1.5 Eligibility			
Is your club/group incorporated? (Please enclose a copy of the Certificate of Incorporation)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Incorporation			
Is your organization Not-for-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No			

2. Project Details

2.1 Which facility is the club/group proposing to upgrade?
2.2 Briefly describe the upgrade/construction that the club/group is proposing?
2.3 When would the upgrade/construction start and finish? If there is no proposed starting date, how long is the improvement expected to take?

3. Demonstrated Need

3.1 Why does the club/group want to undertake the works?
3.2 How will the group benefit from the upgrade? Will the upgrade benefit other users of the facility?

3.3 Has the club/group consulted any other users of the facility in relation to the proposed works?
3.4 How will the project comply with the appropriate Australian Standards?

4. Budget

4.1 Please provide a detailed budget for the project. Please provide copies of quotes and/or cost estimates. If this has been prepared using a spreadsheet or other software, it can be attached separately in hard copy.

Expenditure

Expenditure Description	Projected Costs
Total	

Funding the Project

4.2 How does the club/group expect to fund the proposed works? Are these funds currently available? (Please attach relevant supporting documentation ie. Profit/Loss Statement, confirmation of donation/sponsorship etc).

4.3 Have any other user groups offered to contribute to the proposed works?
4.4 What is the expected life of the infrastructure/asset?
4.5 Will the club be prepared to put funds aside to contribute to the replacement costs of the infrastructure/asset?
<input type="checkbox"/> Yes <input type="checkbox"/> No
4.6 Will this project increase the ongoing operating costs? Eg. Power and water usage.
<input type="checkbox"/> Yes <input type="checkbox"/> No
4.7 Once the proposed work is complete, who will be responsible for the ongoing maintenance?
4.8 What maintenance would be involved and what are the estimated annual costs?

5. Other Information

5.1 Are there any other works that the club/group has been considering?

6. Technical Information

6.1 Please submit the following information as part of your application:
<ul style="list-style-type: none"> • Plan of the building/park showing locations and dimensions of the project • Detail of technical specifications and elevations • Details of the construction materials – type, colour, style.
6.2 Please state the name and contact details of nominated licenced builder/contractor, or any other licenced professionals undertaking works (e.g electrician, surveyor, etc)

7. Authorisation

I (name of authorized person)
Being (position held)
Of the (club/group)
Certify that I am a member of the above organization, and that I am authorized to submit this application on its behalf. To the best of my knowledge, the information contained in this application is true and correct.
Signed:
Date:

Application and Approval Process

Applies to requests from sporting groups to upgrade or construct facilities at a City building or park where the works are to be fully funded by the club/group, with no financial contribution by the City.

New structures or upgrades will become assets of the City upon completion, with an acknowledgement forwarded to the club recognizing their contribution.

The application and approval process will involve three stages:

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

Stage 1 – Project Approval

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:

1. Club/group to contact the Recreation Development team to discuss the project;
2. Recreation Development to coordinate a site meeting with club/group representatives (if necessary);
3. Recreation Development to identify and discuss planning and building approval requirements/issues (if required);
4. Recreation Development to provide information on the application process and applicant requirements – provide application package; and
5. Club/group to submit application.

Application requirements

The application from the club/group must contain:

- Plan of building/park showing proposed location and dimensions of the project;
- Details of the construction materials;
- Technical specifications of the proposed project including details of how it complies with Australian Standards;

- Proposed timelines;
- Name and contact details of nominated licensed builder/contractor;
- Accurate budget for the project showing savings or 'contra' work undertaken by volunteers; and
- Demonstrated financial capabilities of the club/group to undertake the project (including support documentation).

Assessment Process (Recreation Development)

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

- Is there a real or projected need for the upgrade/structure?
- How will the project benefit the club/group?
- How will the project impact on the other user groups and surrounding residents – is a consultation process required?
- Is there an opportunity for other user groups to be involved? Does the upgrade/construction fit within the existing building/park classification?
- Does the project consider environmental and sustainability issues?
- Can the club/group afford the costs of the project?
- What is the projected lifecycle costs to the City?
- Is there an alternative option that could be considered?

Approval Process

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

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

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.

Note: Any project that commences before the City has given permission will be removed at the club/group's expense.

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.

In preparation for the Planning Application (if required), the following documents are available online for your information:

- Application for Development Approval Form
- Online DA Lodgment Guide
- Development Approvals Schedule of Fees
- MRS Application for planning approval – Form 1
- MRS development applications checklist

In preparation for the Building Application (if required) the club/group will need to engage the services of an independent building surveyor. The surveyor will be responsible for the building application process including what applications must be submitted and the required timeline.

Once completed the Building Application 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.

Stage 3 – Project Completion

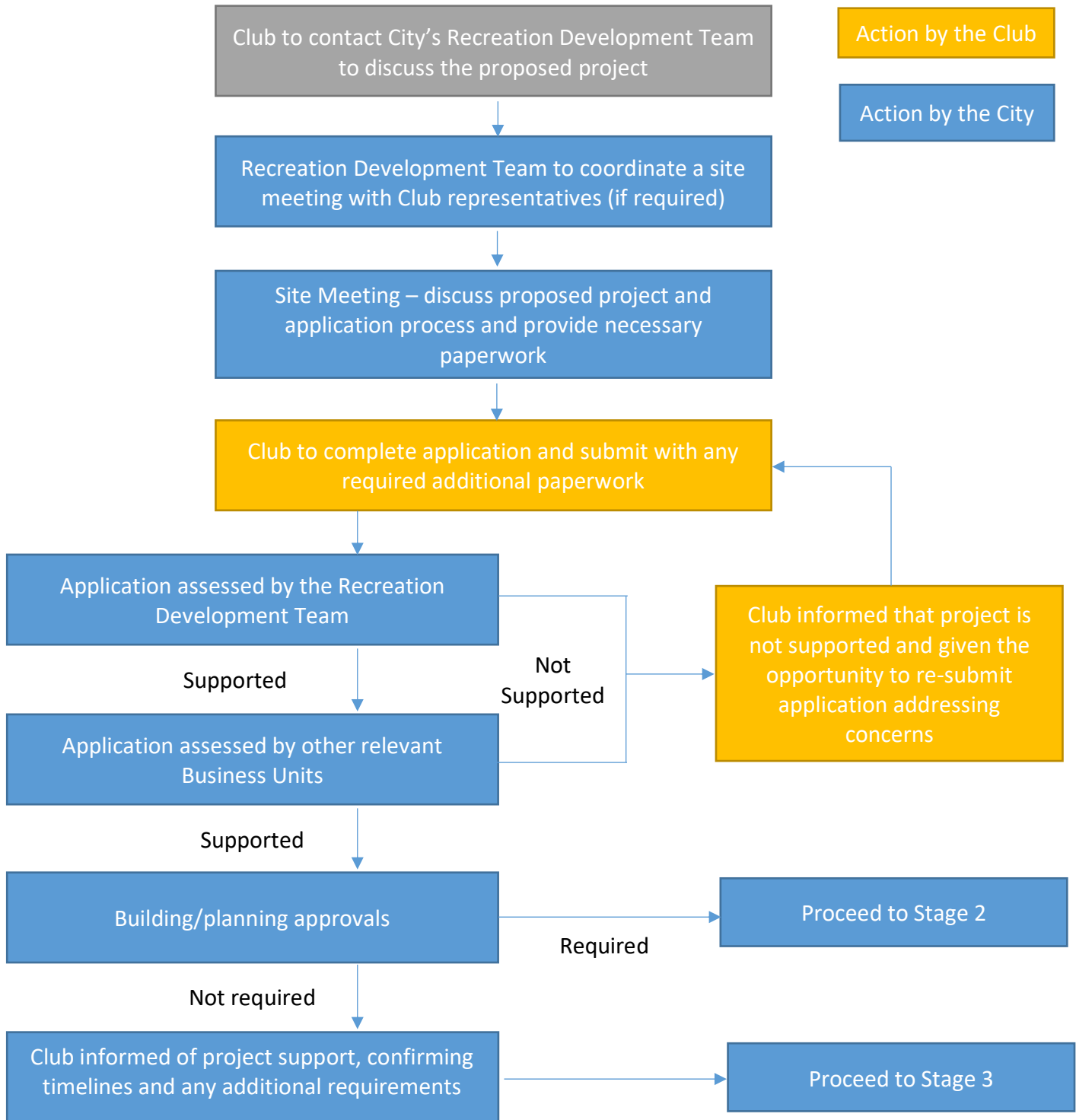
Once the construction has been completed the City will undertake an inspection of the works.

If the works require it (i.e new storeroom, office, internal walls etc) the club will be required to obtain a Permit of Occupancy (BA9) which will be issued by the City. This may require the submission of a Notice of Completion (BA7) and a Certificate of Construction (BA17).

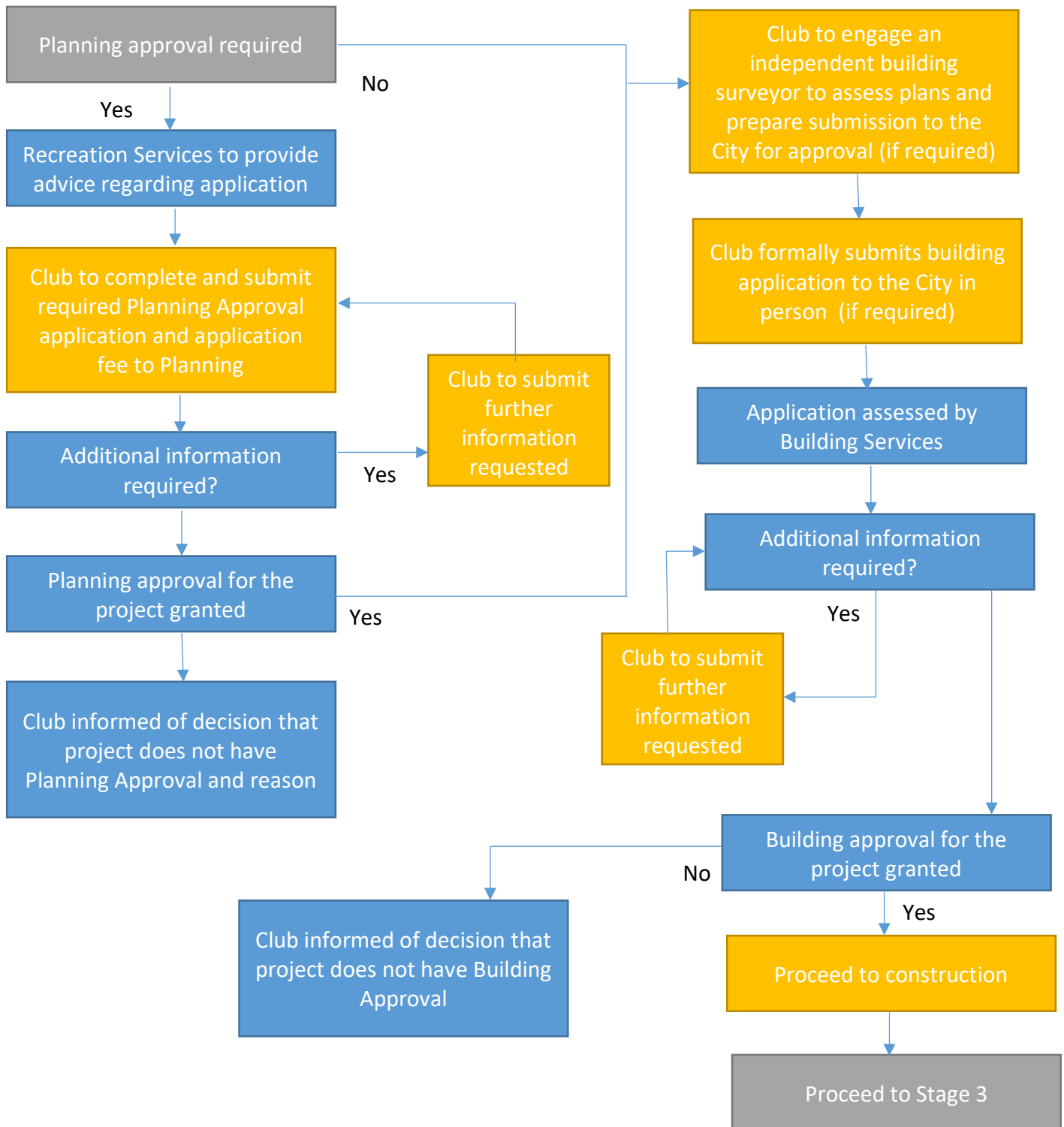
If the works are external and/or minor (i.e shed, patio or retaining wall) the builder will need to complete the Notice of Completion (BA7) and submit to the City within seven days of completion.

Application and Approval Process

Stage 1 – Project Support



Stage 2 – Planning and Building Approval



Stage 3 – Project Completion

