

Please forward this application form with all supporting documentation to [propertymanagement@sunshinecoast.qld.gov.au](mailto:propertymanagement@sunshinecoast.qld.gov.au)  
 If further information is required please contact Property Management Branch on 07 5475 7300

**1. Applicant details**
**Organisation Name:**
**Contact Person:**
**Postal Address:**
**Email:**
**Mobile:**
**2. Details of proposed project**
**Property Address/Description:**
**Summary of project:**
**3. Project funding**
**Is the funding for the project being obtained through a grant application?**  Yes  No

If yes, as a minimum, the following information/documents must be completed and attached to this application and there is no need to complete sections 6 or 7 of this form at this time. Details listed in sections 6 or 7 however, will be required to be submitted if funding is obtained.

 *Site plan showing location of proposed project/activity/works and any other relevant supporting documentation (plans, images, brochures, quotes, letters of support)*
**If no, how will this project be funded?**
**4. Types of works**
**Major works requiring building, plumbing or development approval**

Development Application

 Material Change of Use 

 Operational Works 

 Prescribed Tidal Works 

 Other (please detail below) 

Building Work

 Constructing, erecting or placing a fixture of any description 

 Structural repairs or maintenance 

 Constructing, erecting or placing fencing, hoarding, scaffolding 

 Other (please detail below) 

 Plumbing Works 

 Electrical Works 

 Other (please detail below) 
**Minor works not requiring building, plumbing or development approval**

 Painting 

 Installation of fixtures and fittings 

 Non-structural repairs or maintenance 

 Other (please detail below) 
**Details of other activities:**


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## 5. Additional details required

Do the proposed works affect existing vegetation or involve new plantings?  Yes  No

If yes, please provide details and note that vegetation offset costs may be incurred:

Do the proposed works comply with Council's Open Space Landscape Infrastructure Manual?

<https://www.sunshinecoast.qld.gov.au/Development/Development-Tools-and-Guidelines/Infrastructure-Guidelines-and-Standards/Open-Space-LIM>

Yes  N/A

Is this application being lodged by a community organisation?

Yes  No

If yes, has Council's Economic & Community Development Group been contacted about this application?

Yes  No

If yes, please advise which Community Development/Sport & Recreation Officer is assisting with this application:

and please ensure you attach evidence of support of this application from this Officer.

## 6. Major works - the following information/documents must be completed and attached to this application

- Development Application form/s
- Other application forms (e.g. plumbing application)
- Site plan showing location of proposed project/activity/works
- Final format plans of the proposed facility or project (e.g. detailed construction drawings/plans)
- Other relevant supporting documentation (e.g. letters of support, quotes, Engineer's certification, options analysis, associated approval documents, proposed project timeframes)

In addition, if this is an application to lodge a Development Application for a Material Change of Use or works below the high-water mark and outside a canal, and the land impacted by the project is State land under Council's control, the following application forms must also be completed and attached to this application:

- Department of Natural Resources, Mines and Energy - Contact and Land Details Part A (LA00)
- Department of Natural Resources, Mines and Energy - Owner's Consent for Development Applications Part B (LA08)

## 7. Minor works - the following information/documents must be completed and attached to this application

- Site plan showing location of proposed project/activity/works
- Other relevant supporting documentation (plans, images, brochures, quotes, letters of support)

## 8. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Council. Should any of the details given in relation to this application be changed in the future, the applicant acknowledges that it must advise the Sunshine Coast Council in writing prior to any such change being implemented.

Signature:

Date:

Name:

Position:

### Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au) | [mail@sunshinecoast.qld.gov.au](mailto:mail@sunshinecoast.qld.gov.au) | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551  
Maroochydore office 10 First Avenue Maroochydore Qld 4558  
Nambour office Corner Currie and Bury Streets Nambour Qld 4560

## Council's consent

### **Projects, building or construction works on Council owned or controlled land will require an application for Council's consent prior to commencing work.**

Sunshine Coast Council owns or controls (as Trustee of State Reserves) land parcels within the region.

To enable Property Management Branch to undertake its role as Property Manager/owner of these land parcels, all proposals impacting Council's land must be forwarded to Council for consent prior to any works commencing on the land or development/building applications being lodged for assessment and/or approval.

### **What is an example of a proposal that requires Council's written consent?**

Projects that require Council's written consent include, but are not limited to:

- Building work
- Construction/operational work (e.g. excavation, drainage work)
- Plumbing or electrical work
- Installation/alteration of infrastructure or landscaping
- Installation of heating, ventilation and/or air-conditioning
- Internal or external painting of existing buildings/structures
- Support for grant funding applications for works proposed on land owned or under control of Council

### **How do I apply for Council's consent?**

The application form for Council's consent may be obtained by visiting Council's website [www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au)

All sections on the application form must be completed and all requested supporting documentation attached at the time of lodgement.

### **What is the likely timeframe for obtaining Council's consent?**

Comments and requirements on each application must be obtained from a number of key stakeholders. The timeframes for processing of consent applications vary and will depend upon the complexity of the application. Generally, applications for minor works can expect a turnaround of 5 business days, and applications for major works can expect a turnaround of up to 4 weeks. The process may be delayed or extended if information is omitted, additional information is required or it is necessary for a site inspection to be undertaken by Council officers.

Applications lodged by community organisations must be reviewed by a Community Development/Sport & Recreation Officer prior to lodgement with Property Management Branch for consent. It is recommended that community organisations discuss their projects with their nominated Community Development or Sport & Recreation Officer who will assist with the organisation's application for consent.

### **How do I obtain additional information?**

If further details on Council's consent process is required, please contact Property Management Branch via email [propertymanagement@sunshinecoast.qld.gov.au](mailto:propertymanagement@sunshinecoast.qld.gov.au) or on 07 5475 7300.