

Please forward this application form with all supporting documentation to propertymanagement@sunshinecoast.qld.gov.au
If further information is required, please contact Property Management Branch on 5475 7300.

1. Applicant details	
Organisation Name:	
Contact Person:	
Postal Address:	
Email:	Mobile:
2. Property and Project Details	
Property Address/Description:	
Project:	
Has Grant Funding or Self-Funding for the project been obtained?	Yes / No
Is the project being delivered by a licenced and registered contractor?	Yes / No
Is the project/works being undertaken within a leased, licenced or permitted area?	Yes / No
Have you obtained planning and/or building approval for the project?	Yes / No
Are you having the works privately certified?	Yes / No
3. Required Information and Documentation Check list	
Specification of Works (including)- ☐ Description of the works proposed to be undertaken to the building/facility ☐ What structure and/or fixtures will be removed or impacted as part of the proposed works ☐ List of all new structure and/or fixtures forming additions to the building/facility ☐ Types of materials to be used and dimensions/sizes of proposed installations/works ☐ Is any vegetation, trees or plantings proposed to be removed (even partially) part of the proposed installation/works.	
Design drawings ☐ Detailed design drawings (provided by the contractor) including identification of the location, dimensions, connections to existing infrastructure and services for the proposed works, installation of fixtures. ☐ Photos and/or Aerial Maps showing location of proposed works or land/building and of fixtures/installation being removed or replaced.	
Contractors Information ☐ Contractors Name, Company, Business Registration and Contact Details ☐ Quotations provided by the proposed contractor undertaking the works ☐ Details of any subcontractors which are being used by the Head Contractor ☐ Copies of the proposed Contractors (and any sub-contractors) registrations, insurances and licences	
Additional Details ☐ Any additional details in support of the Application.	

Council's consent

What is an example of a proposal that requires Council's written consent prior to undertaking any works?

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.

Projects/activities that require Council's written consent include:

- New building work or refurbishment of existing infrastructure
- Construction/operational work (e.g. excavation, drainage work)
- Plumbing or electrical work
- Installation or alteration of infrastructure or landscaping
- Landscaping upgrades, vegetation management or clearing of vegetation
- Installation of fixed equipment (such as air-conditioning, hot water etc)
- Internal or external painting of existing buildings/structures
- Use of Council's land for temporary works or occupancy for works/lay down areas or other access requirements.

Who needs to apply for consent?

- Lessees/Licensees or Permittees who occupy buildings or land owned or managed by Council under a tenancy agreement.
- Agencies, organisations and private individuals that have no tenure with Council seeking to undertake or use Council land for public or private works.
- Government departments and utility companies requiring access or installation of infrastructure within council owned or managed land.

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

All information requested on the form will be required for Council to undertake assessment of the request for Council's consent.

Council will not commence assessment of an application which is not fully completed.

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

The timeframes for processing of consent applications vary depending on the scope and scale of the proposed project/works.

Where the Applicant has a current tenancy or other land use agreement with Council, applications are typically assessed (from the date a fully made Application is received) within:-

- 10 business days where no building works are proposed;
- 15 business days for minor building works;
- 30 business days for major building works and refurbishment on an existing building/facility;
- 45 business days for construction/development of a new building or facility.

Where no existing tenancy arrangement or other land use agreement is in place, applications can take up to 45 business days to process.

How do I obtain additional information?

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