



Minor Capital Works on Council Land Project Proposal Form

Background

Committees/clubs wanting to undertake capital projects or improvements on Council owned or managed reserves or facilities need to seek Council approval as referred in Section 86 Committee of Management Instrument Delegations, Committee Good Practice Guidelines and/or individual Club Tenancy Agreements.

A project brief will need to be submitted for consideration:

What is the project?

What will it achieve?

Why is the project important?

(Is it on a masterplan and or will it help with the development and increased participation in physical activity at the facility)

What is the scope of works?

Provide an understanding of any regulations or required permits.

(All contractors are required to be registered with Council).

How/who will deliver the project and what is the timeframe?



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Project Budget

Please provide a budget breakdown of your project and how it will be funded.

Income (Funds to deliver project)	Expenditure
\$	\$
\$	\$
\$	\$
\$	\$
Total Income \$	Total Expenditure \$

Supporting Documents Attached

Relevant Permits

Assessments

Quote For Works

Design Scope Drawings

Additional Comments

Contact us

We're here to help! For more information please contact Council's Recreation team on 5624 2411 or by email at recreation@bawbawshire.vic.gov.au