

Club Driven Facility Upgrades Application Form

Have you discussed your proposal with a City of Cockburn Officer? Yes No

If yes, please provide the name of the officer and the date of contact

Name of Officer: _____ Date of contact: _____

Has this project and expenditure been endorsed by the club's committee? Yes No
(Please provide a copy of the committee minutes where support for this project was agreed)

Is community consultation or information about the project needed? Yes No

If yes, how will this be achieved?

Applicant Details

Club/user group details

Club Name: _____

Postal Address: _____

Are you an incorporated association? Yes No
(You will be required to provide a copy of your Certificate of Incorporation upon conditional approval)

Do you have Public Liability Insurance? Yes No
(You will be required to provide a copy of your Certificate of Currency upon conditional approval)

Contact Details

Club President

Name: _____

Position: _____

Phone: _____

Email: _____

Club Second Contact

Name: _____

Position: _____

Phone: _____

Email: _____

Who will be project managing the works if approved?

Business Name (if applicable)

Name: _____

Phone: _____

Email: _____

ABN: _____

Club membership/participation details

Please provide club membership/participation numbers for the past three seasons.

Season	Senior Players		Junior Players		Other Members	
	Male	Female	Male	Female	Male	Female

How many members are City of Cockburn residents?

Proposed Project Details

Name of leased/hired facility where upgrades are proposed:

Describe the work you would like to undertake:

(Please attach site map, diagrams, sketches, concept plans, or photos of the proposed works)

Demonstrated Need

Why is this work necessary and how was the need for these upgrades established?

What, if any, other alternatives were considered and why were they rejected?

What are the major benefits for the club for undertaking this work?

What are the potential disadvantages?

What effect, positive or negative, is the project likely to have on other facility users?

(Are there any operational considerations that may impact on any construction phases of the project?
For example, change of sporting season, major events of any users)

Project Budget

Please itemise each project component and complete the table below

Estimated expenditure

Item	Cost excl GST	Cost incl GST	Company
Eg verandah extension	\$22,000	\$24,200	XYZ Patios
Sub total			
Contingency Fund 10% of sub total			
Cost escalation 5% of sub total			
Total project expenditure			

Please provide at least one written quote or cost estimate from a reputable supplier.

Does your total project cost estimate exceed \$5,000? Yes No

For projects under \$5000, you will be required to provide audited financial records for the previous financial year, or for projects over \$5000, you need to provide audited financial records for the previous three financial years. if conditional approval is granted.

Will you be applying for a Capital Works Grant from the City of Cockburn? Yes No

Do you have support from other user groups of the facility and/or your State Sporting Organisation? Yes No N/A
(If yes, please attach the letters with your application)

Proposed Project Funding

Source	Amount excl GST	Amount incl GST	Funding confirmed?	Comments
Club funds				
Grant funding (City of Cockburn)				
Other Grant funding (specify source)				
Donations				
Sponsorship				
Other sources (list)				
Total Project funding				

You will be requested to provide evidence of external funding and other supporting documentation, (eg audited financials, bank account statements) if conditional approval is granted.

What is the expected life of the infrastructure/asset?

Is the club/group prepared to put funds aside for the replacement costs of the infrastructure asset?

What additional maintenance is required due to this project?

Will this project increase or reduce the ongoing operating costs of the facility? (eg, power, water, gas).

If available, please provide details of the nominated licensed tradesman/contractor, or any other licensed professionals (eg, electrician, plumber, surveyor, etc) undertaking works

(You will be required to provide copies of all contractor's insurances - including Professional Indemnity or Commercial Defects insurance - licences/registrations, and Safe Work Method Statements upon conditional approval)

Impact on / Benefits to the Community

What are the financial benefits / impacts of the project for the club or community?

What are the social benefits / impacts (eg, wellbeing of your group, benefits to community members, member retention) of the project?

What are the environmental benefits / impacts of the project? (eg, improved energy use, clearing of bush, sustainability levels etc)

How will this project increase participation?

Applicant Declaration

By signing and submitting this application, you confirm that

- all information provided is true and correct to the best of your knowledge,
- you have read and understood the Club Driven Facility Upgrades guidelines.

Person completing this form

Name:

Signature:

Date:

President

Name:

Signature:

Date:

Treasurer

Name:

Signature:

Date:

Club Driven Facility Upgrades – Conditional Approval (office use only)

Proposed upgrade and facility:

Club name:

Assessing Officer

Name:

Position:

Signature:

Date:

This Application is

Not Approved, for the following reasons:

or Conditionally Approved subject to the following conditions and provision of the required documents:

Conditions

Documents

Please return the required documentation via email to recreation@cockburn.wa.gov.au

This notice is not final approval. Do not undertake any works or apply for any necessary permits until a Final Approval Notice is issued.

Club Driven Facility Upgrades – Final Approval Notice (office use only)

Proposed upgrade and facility:

Club name:

CDFU Application Doc Set ID:

Capital Works Grant Application Number (if applicable):

Assessing Officer

Name:

Position:

Signature:

Date:

This Application is **Approved** subject to the following amendments / conditions:

Amendments

Special Conditions

Acceptance of Amendments / Special Conditions by Applicant

Name:

Position in club:

Signature:

Date:

Please return this signed Approval Notice via email to recreation@cockburn.wa.gov.au