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| **REQUEST FOR NEW or****CAPITAL UPGRADE to a****COMMUNITY BUILDING****“Facility Works Approval”** | C:\Users\sgallagher\Documents\OHS &  Admin\Logos\Steve's Town of East Fremantle_Logo_Colour [HIGHRES].jpg |
| All works on Town of East Fremantle managed and owned land, including built structures (recreation facilities, clubrooms, community centres and community halls), must be approved by the Town. Refer to Policy 2.2.2 for further information.To obtain such approval local organisations should complete this application for new buildings or structures and modifications or refurbishments to existing buildings or structures ((*ie sheds, shelters, court/pitch resurfacing, lighting, bores, signs, kitchen, canteen and permanent fixtures on reserves such as playgrounds, goals, seating, fencing).*The requirement for an application is regardless of whether the project is to be funded solely by the applicant or whether Town funding is sought*.* All facility ‘works approval applications’ received will be considered on a case-by-case basis. An accepted application does not guarantee works approval or funding, the approval will be at the discretion of the Town, and as such may not necessarily be granted. It should also be noted that there is the possibility of an application being approved for works, but not for funding. Please note, that subject to the location and heritage listing of the facility, consideration and approval may be required by other State Government departments.The information provided will be used to assess your project, including the requirement for planning approval or a building permit. This submission does not, however, constitute an application for Planning Approval or a Building Permit.Neither approval nor funding can be approved retrospectively. This application should therefore be received prior to works and expenditure commencing.1. Submit anytime for consideration for “Facility Works Approval” only (where no Council funding is required).
2. Submit between the first working day in January and last Wednesday in February (each year) for “Works Approval” consideration where a request for funding is attached. This will be undertaken during the Annual Budget process, with financial outcomes available in August each year (following adoption of the budget).
3. Submit between 1 March and 1 December for “Works Approval” consideration where a request for funding is attached and it will be undertaken in one of three ways:
4. via Report to Council as an unbudgeted item;
5. consideration for inclusion in the next financial year; or
6. consideration for inclusion in the Long Term Financial Plan.

Should your application for funding be successful the organisation will be required to enter in a funding agreement with the Town. |
| **SECTION ONE: CLUB / ORGANISATION DETAILS** |
| **Organisation:** |       |
| **Contact Person / Phone No.:** |       |       |
| **Position:** |       |
| **Postal Address:** |       |
| **Email:** |       |
| **Are you incorporated?** |  | **Yes** |  | **No** |
| **Are you registered for GST?** |  | **Yes** |  | **No** |
| **Do you have an ABN? If yes, please provide:** |       |  | **Yes** |  | **No** |
| **Are you affiliated with your State Sporting Association?** |  | **Yes** |  | **No** |
| **Attach a copy of the Annual Report and /or accounts from your most recent AGM:** |  | **📎** |  | **No** |
| **Attach a copy of the organisation Minutes endorsing the project:** |  | **📎** |  | **No** |
| **Attach a copy of your current Public Liability Insurance Certificate of Currency:** |  | **📎** |  | **No** |
| **Membership** | **Current** | **Last Season** | **Previous Season** |
| **Junior:** |       |       |       |
| **Senior:** |       |       |       |
| **Other (ie social):** |       |       |       |
| **East Fremantle residents:** |       |       |       |
| **SECTION TWO: FACILITY DETAILS** |
| **Facility Name:** |       |
| **Facility Address:** |       |
| **Do you have a lease agreement with the Town?** |  | **Yes** |  | **No** |
|  **If “No”, is this project supported by the holder of the lease for the facility?** |  | **Yes** |  | **No** |
|  **If “Yes”, please attach written evidence of this support.** |  | **📎** |  | **N/A** |
| **Do you have the support of all other formal users of the facility?** |  | **Yes** |  | **No** |
|  **If “Yes”, please attach written evidence of this support.** |  | **📎** |  | **N/A** |
| **SECTION THREE: UPGRADE DETAILS** |
| Your proposed project should seek to achieve the following:* value for money;
* sustainable utilisation levels;
* provide “fit-for-purpose” use;
* meet current building standards;
* promote the strategic planning principles endorsed by Council; and
* minimise impacts from activities held in the buildings that may adversely affect local residents.
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| **Description of Project (Output)** |
|       |
| **Project Plan:** |  | **📎** |  | **No** |
| **Site Plan / Design Drawings:** |  | **📎** |  | **No** |
| **What date do you propose to start the project?** |       |
| **What date will the project be completed?** |       |
| **Will there be additional facility maintenance following project completion?** |  | **Yes** |  | **No** |
|  **If “Yes” has the organisation considered how to meet this responsibility?** |  | **Yes** |  | **N/A** |
|  **If “Yes” please attach details (or excerpt from Project Plan).** |  | **📎** |  | **N/A** |
| **Who will coordinate / manage the project?** |       |
| **SECTION FOUR: BUDGET** |
| **Estimated Total Cash Cost:** | **$**      |
|  **Two written quotes / estimates are attached.** |  | **📎** |  | **No** |
| **Proposed Total Cash Contributions:** | **$**      |
| **Applicant Organisation:** | **$**      |
| **Town of East Fremantle (this request):** | **$**      |
| **Other, please specify:** |  | **$**      |
| **Other, please specify:** |  | **$**      |
|  **Evidence of financial support is attached.** |  | **📎** |  | **No** |
| **What is the value of any voluntary labour associated with the project?** | **$**      |
| **What is the value of any donated materials associated with the project?** | **$**      |
|  **Evidence of in-kind (voluntary / donated) support is attached.** |  | **📎** |  | **No** |
| **Cash Cost + Voluntary Labour + Donated Materials = Total Project Value**  | **$**      |

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| **SECTION FIVE: CRITERIA** |
| This section is applicable only to projects with a cash value of $20,000 or more. |
| **How did you establish a need for your project?** |
|       |
| **How will the project benefit your organisation, increase community involvement, participation and / or physical activity in the Town of East Fremantle?** |
|       |
| **Describe how critical the project is to your organisation’s core activities and objectives. Please include reference to your organisation’s future plans (ie strategic plan, attach if relevant 📎).** |
|       |
| **How does your proposal link with the Town’s Community Strategic Plan / Recreation Plans?** *Please call the Town’s Economic & Community Development Officer on 9339 9342 for more information.* |
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| **SECTION SIX: DECLARATION** |
| This application should be signed by the accountable officer of the applicant organisation, usually the President. |
| The Organisation acknowledges and agrees that this application is subject to the *Freedom of Information Act 1992* and that the Town of East Fremantle may publicly disclose information in relation to this application, including its terms and the details of the applicant.The Town of East Fremantle may also wish to provide certain information (club name, sport, location, funding purpose, project activity and funding amount) to the media for promotional purposes.I certify that the information given in this document is true and accurate. |
| **Name:** |       |
| **Position:** |       |
| **Signature:** |       | *For electronic submissions, by entering your name you acknowledge your responsibility for this application.*  |
| **Date:** |       |
| **SECTION SEVEN: SUBMISSION** |
| This form, along with all required supporting documentation should be submitted to: |
| **admin@eastfremantle.wa.gov.au****, PO Box 1097, Fremantle WA 6959 or 135 Canning Highway, East Fremantle** |
| For additional information please contact the Town’s Economic & Community Development Officer on 9339 9342. |
| *You will be notified in writing as to the outcome of the submission.* |
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| **Checklist of Attachments 📎** |
|  | Completed application form |
|  | Annual Report and / or accounts from most recent AGM |
|  | Minutes endorsing the project |
|  | Certificate of Currency |
|  | Support from leaseholder (if applicable) |
|  | Support from other users (if applicable) |
|  | Project Plan (if available) |
|  | Site Plan / Design Drawings |
|  | Ongoing maintenance (if applicable) |
|  | Two written quotes |
|  | Evidence of financial support (if applicable) |
|  | Strategic Plan (if applicable) |
|  | Dept. of Biodiversity Conservation & Attractions application (if applicable) |
|  | Other |
|  |
| **OFFICE USE ONLY** |
| Received: | Date | Reference: | I |
| Acknowledged: | Date | Reference: | O |
| Outcome: |  | 1 |  | 2 |  | 3a |  | 3b |  | 3c |
| Outcome Advised: | Date | Reference: | O |
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| **Town of East Fremantle – 135 Canning Highway, East Fremantle**[**www.eastfremantle.wa.gov.au**](http://www.eastfremantle.wa.gov.au)**admin@eastfremantle.wa.gov.au****9339 9339 Find us on Facebook** |
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