



Appendix 2:

Guidelines – Council permission for all minor works to council sporting facilities

In order for a club to make minor improvements (up to \$50,000) on any Frankston City Council sporting facility, approval must first be granted by Council in writing. Please note, all improvements made on Council land becomes a Council asset and can only be used while the club has an agreement with Council, and unless previously approved will be available for use by other facility users.

Council Permission Process

1. Club identifies project and scope/ specifications.
2. Club phones/emails Councils Recreation Team to discuss the project to obtain 'in-principle approval' to progress or advice that the project is not suitable and will not be supported. Clubs should email: leisureservices1@frankston.vic.gov.au
3. If 'in-principle approval' is given the Club obtains quotes, develops plans and identifies a preferred contractor.
4. Club completes all sections of the attached Application Form and attaches
 - a. Quote
 - b. Letter on club letterhead stating the cost of the approved works will be 100% covered by the club.
 - c. Contractors' insurance certificate, business details, Workcover certificate.
 - d. Plans, Maps and specifications as required.
5. Council considers application and approves/does not approve application. Further information and a site visit with the contractor may be requested to assist with the assessment of the project.
6. If the application is successful the timing of the works is negotiated.
7. Council provide written confirmation approving the works outlining any conditions that must be adhered to.

Additional Information

Maintaining facility condition – The condition of the facility must be maintained. If damage is caused to the facilities relating to the works, the club and/or contractor is responsible to reinstate the facility to its original condition at their cost.

Council inspections – Inspections may be required to be undertaken during the works to ensure that contractors conform to Councils safety standards. A final inspection will be carried out after the completion of the works to ensure the project is delivered as agreed.

Building & Planning permits – If Building & Planning Permits are required, designs & plans will also need to be drafted, by a qualified draftsman, which will need to be added to your project costs. Also be aware of time delays preparing and submitting permits. Frankston City Council Planning Department can be contacted on 1300 322 322 for further details.

Project Funding – For any proposed work, consideration should be given to any unforeseen costs that may arise from implementing the project. It is recommended that when planning a project, contingency costs are factored in (e.g. 15% of total costs).

Council Sporting Facilities Minor Works Application Form

Please complete all sections and provide the required attachments.

Project Title: _____

Location: _____

Club: _____

Project Manager: _____ **Phone:** _____

Details of works (Scope):

Project Costs:

Cost: \$ _____ **GST inc.**

Contingencies \$ _____

Total \$ _____

Funding Source (Club Contribution): _____

Funding Source (External Funding): _____



Name of Contractor: _____

Phone: _____

Email: _____

Is a Planning/Building Permit required? Yes No:

(If yes please attach permit issued by Frankston City Council)

Project Justification: (How will this improve the facility/increase participation?)

Attachments Checklist:

- Quote
- Letter on club letterhead confirming zero cost to Council
- Contractors insurance details, work cover certificate, business details
- Plans, drawings, maps and specifications
- Building and Planning Permit Application (if required)

Name of Club Representative: _____

Signature: _____

Date: _____

