

Landowner's Consent Process for Council Leased Land and Property

Initial Phase

Prior to starting the project, it is recommended for the Lessee to arrange pre-project discussions and to consider the following points:

- **Community Development**

Discussions with Community Development can include discussing the initial concept, planning, site meetings, future grants, and consulting with Community to start the process.

- **Lessee's Responsibilities**

Lessees are encouraged to "forward think" ahead i.e. minimum of 6 months for future works to ensure they have time to discuss, plan, follow-up quotes, receive feedback from Council in order to establish if the project is suitable and before they apply for Grants. If it is established that the project is suitable then to proceed, the Lessee:

- fills in the Landowner's Consent application attaching items noted below; and
- forwards the Landowner's Consent application to the Property Team (**email: to property@gympie.qld.gov.au** to start the Landowner's Consent Process. Any updates of your application during the process, are to be emailed to the Property Team or contact our office on **5481 0716 (8am to 4pm)**).

Items to attach to Landowner's Application form (if applicable):

- Site Layout Plan (with measurements) – indication the location of proposed works
 - Building Plans – from contractor of similar;
 - Quotes, cost estimates or quantity survey;
 - Letters of Support;
 - Confirmation of Grant Funding or in the process of applying;
 - Heritage Advice (if applicable);
 - Planning, Building or Plumbing advice;
 - Most recent Audited Financial Statements: and
 - If you have not provided your Financial Statements in the last 12 months: in accordance with the level indicated by the Office of Fair Trading Levels of Association – see website link located on your Landowner's Consent form for further clarification:
 - Preparing your association's annual financial return | Your rights, crime and the law | Queensland Government (www.qld.gov.au)
- <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/financial-responsibilities-for-incorporated-associations/making-your-association-annual-report>

If you do not provide your financials, we will be unable to proceed with processing your request.

- Copy of Minute from Committee meeting consenting to proposed works (**only for works valued at \$5,000+**).

In relation to requests for landowners' consent, we are encountering a number of issues with forms not being properly completed or supporting documentation not attached or insufficient time from receipt of application to closing of grant round. Please remember we need a minimum of **twenty-one days** to process landowners consent applications from the day we receive the fully completed application and supporting documentation as not only does the Property Branch assess your application as your landlord, but other internal departments will also assess where relevant ie. if your project requires building approval (see **Important Notice** below).

If your application is not properly completed or you have not provided the applicable supporting documentation, we will return to you for completion.

The following may also delay processing of your landowner's consent application including:

- Annual Update not up to date;
- Financials not received; and
- Outdated Public Liability insurance.

It is the responsibility of the Lessee to ensure the above items are always up to date during your tenure agreement.

PROPERTY BRANCH ACTIONS:

- Property Branch reviews the application and forwards onto internal stakeholders for review and feedback (minimum of three weeks).
- Once all feedback received and project is consented to by all, Property will issue the Lessee with a Preliminary Landowner's Consent letter and list of conditions for works to be carried out. This letter can also be used for future Grant Applications for the works.
- This Preliminary Letter of Consent is valid for the project scope listed in the subject line for a period of **one (1) year** from the date of issue, unless otherwise amended or revoked by Gympie Regional Council.
- Lessee's are to sign the attached checklist and return by email to property@gympie.qld.gov.au **within twenty-one (21) days** to confirm acknowledgement of these conditions and that you will provide the applicable documentation as listed in the checklist to Council after completion of the project. This will allow Council to sign off.
- If council does not receive the Declaration and Consent Checklist signed, you do not have authorisation to commence works. Once this is received, you will then receive an **email from the Property Branch confirming that works can be commenced** whenever you are able to do so (subject to the conditions of your project – see **Important Notice** below).

IMPORTANT NOTICE (if construction requires Planning and Building approval):

If you receive approval from the Property Branch for Preliminary Landowner's consent, please note this preliminary approval is ONLY from a CONCEPT PERSPECTIVE. Once your project is submitted to Planning and/or Building, an in-depth assessment will be carried out that may require costly actions and works to be performed (the cost of which is to be borne by your organisation) in order to obtain these approvals.

FOR INFORMATION:

Extracted from GRC website "Help and Resources" for Community Groups:

<https://www.gympie.qld.gov.au/help-resources>

Develop a project plan

- Why does this project need to happen?
- What are you proposing to do?
- What will success for this project look like?
- How are you going to achieve this?
- Where are the main activities happening?
- When are the key dates and milestones?
- Who is involved in the project, and do they have the skills necessary?
- What type of costs are involved? Be realistic in estimating costs and consider getting detailed quotes.

Research and gather evidence

- Who has done this type of project before? Talk to subject experts. Learn from their experiences.
- What are the statistics or results that support the need or benefit of your project? Consider using relevant demographics.
- Are any permissions required – planning approvals, public land permits?

Identify potential funding sources

- Research what type of organisation's fund the type of project you are planning.
- Consider various opportunities to generate income, such as: fundraising, sponsorship, crowdfunding, partnerships, investments, loans, sales, and membership fees.
- Be brave and creative – look for mutually beneficial partnerships.
- Discuss your funding needs with your existing networks to explore opportunities for advice and further connections.