

## Leased/Licensed Property Grants: Maintenance Application Form

To complete this form you will need to locate and attach the following documents relating to your application:

- Statement of supplier form if required
- A site plan identifying the location area of the project
- A copy of Public Liability Certificate
- Supplied written quotes.

### Property details

Property name: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_

### Organisation details

Organisation name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Contact details

Main contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### Bank details

Bank name: \_\_\_\_\_

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_

ABN or ARBN: \_\_\_\_\_



**Is your organisation registered for GST:**

Yes

No

**Maintenance project details**

Description of maintenance required:

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Cause of maintenance requirement:

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**Preferred Contractor - details**

Company / business name: \_\_\_\_\_

Licence number: \_\_\_\_\_

Primary Contact person: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb / Town / City: \_\_\_\_\_

Please attach:

- a site plan/aerial photo identifying the location of the maintenance issue on the leased property;
- one written quote for maintenance projects under \$1,000; and
- two or more written quotes for maintenance projects over \$1,000.

Please ensure that your organisation and contractors are aware of the City's Disability Access and Inclusion Plan (DAIP) which is available to be viewed at [www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au)



**Budget**

If your organisation is NOT registered for GST or is GST Exempt you cannot on charge GST to the City.

Expenditure	Amount \$
Quote 1 Maintenance expense (EX. GST)	
GST expense	
Quote 2 Maintenance expense (EX. GST)	
GST expense	
<b>Total Excluding GST</b>	
<b>Total Including GST</b>	

Income	Amount \$
City of Rockingham requested grant amount	
Other grants/funding (if applicable)	
<b>Total Funds Requested (include GST if registered)</b>	

**Conflict of interest**

Is any member of your committee employed by an organisation that may benefit financially from this grant if successful?

Yes

No

Please state the nature of this interest below:

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**Declaration of applicant**

I, \_\_\_\_\_ (name)  
, \_\_\_\_\_ (position) of  
\_\_\_\_\_ (organisation) do  
\_\_\_\_\_ hereby

declare that I am authorised on behalf of the organisation to sign this declaration and the information supplied is, to the best of my knowledge, accurate and complete. The City of Rockingham will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Witnessed by: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your application (including attachments) by one of the following methods:

In person:  
City of Rockingham Administration Building  
Civic Boulevard  
Rockingham WA 6168

By mail:  
Corporate Services – City Properties  
City of Rockingham  
PO Box 2142  
Rockingham DC WA 6967

By email: [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)

## Leased/Licensed Property Grants: Maintenance Guidelines

Leased property grants are available all year round for amounts up to \$10,000 per financial year for incorporated associations, clubs, or not for profit organisations to assist with the maintenance of City-owned leased facilities.

Leased property maintenance grants are intended for work based on maintaining the asset and not for works that are deemed to be operational. These items are defined below as:

**Maintenance** 'All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal. Maintenance does not increase the service potential of the asset or keep it in its original condition, it slows down deterioration and delays when rehabilitation or replacement is necessary.'

**Operations** 'Operations include regular activities to provide services such as public health, safety and amenity, e.g. cleaning, pest control, street sweeping, grass mowing and energy. Operations activities affect service levels including quality and function through the types and timing of activities, and the design of the infrastructure. Examples of these include street sweeping and grass mowing frequency, cleaning frequency and opening hours of building and other facilities.'

Please also note that the provision of funds are not intended for items that the City would not ordinarily provide for under the Sports and Community Facility Policy or that are higher than the typical City facility provisions.

You can apply if you meet the following criteria:

- ✓ You are considered a community lessee of a city-owned property or building
- ✓ You are requesting funds for maintenance of property leased from the City.

You cannot apply if:

- you are a Local, State or Commonwealth authority
- you are an individual or a private company
- your project is not for the maintenance of property leased from the City
- your insurance is not current.

Leased property maintenance grants will not be provided for:

- installation of new structures or equipment
- maintenance of any asset outside of the leased area boundaries
- replacement or repair of any item not provided by the City.

Applicants should allow for at least two weeks to be notified of their applications outcome, correspondence will be provided through email and letter. Successful applicants will receive a letter of success, outlining the awarded amount and any conditions that are associated with the grant. Upon approval and the provision of an invoice for the approved amount, the grant will be deposited into the organisation's nominated bank account.

Some maintenance projects may require additional approvals prior to commencement of the project. It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the project without formal approval from the appropriate authority, including but not limited to the City's Planning and Development Department, Building Services and Health Services.

Failure to provide the information requested above may affect your organisations requests for future leased property maintenance grants.