



City of Rockingham

Leased Property Lessor Consent for Alteration or Addition Guidelines and Application Form



rockingham.wa.gov.au



Guidelines: Leased Property Lessor Consent for Alteration or Addition

Important Information

PLEASE READ BEFORE SUBMITTING YOUR APPLICATION

Lessees of City of Rockingham owned, managed or controlled land and buildings must seek written consent from the City prior to making any alterations or additions to their leased area.

Proposed alterations or additions require careful assessment to ensure compliance with relevant laws, regulations, City policies and the terms of the lease.

You **can** apply if you meet the following criteria:

- ✓ You are considered a lessee of property leased from the City
- ✓ The proposed project is located within the boundary of the leased area
- ✓ Your public liability insurance is current, with a minimum cover of \$20,000,000.00

You **cannot** apply if:

- ✗ The proposed project is not within the boundary of the leased area
- ✗ Your public liability insurance is not current

What is an alteration or addition?

An alteration or addition is any work undertaken to a property that involves the installation, upgrade or removal of any fixed equipment or assets.

Some **examples** of projects that are typically considered to be alterations or additions include, but are not limited to:

- ✓ Sign installation
- ✓ Shade sail installation
- ✓ Power point installation
- ✓ Shed installation
- ✓ Structure extension
- ✓ Removal of an existing shelter
- ✓ Tree lopping or removal
- ✓ Bathroom renovation
- ✓ Carpet replacement – different to existing
- ✓ Repainting – different to existing
- ✓ Basin replacement
- ✓ Cool room upgrade
- ✓ Air conditioning installation

Assessment

Applications must be signed and submitted by the head lessee. Submissions from sub lessees or other user groups of the leased area will not be accepted.

Each application will be assessed by City Officers from various internal departments, with the final outcome issued by the City's Properties Leasing. Incomplete applications will be delayed until all required information is received.

Some projects will require additional approvals prior to commencement of the project. City Officers will advise which additional approvals are required, however submission of the applications is the lessee's responsibility. You 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.

Some projects may be identified as high risk or include specialised services that the City is best placed to manage. If this is the case, a meeting will be arranged between the City and the lessee to discuss the implications and options for project delivery.

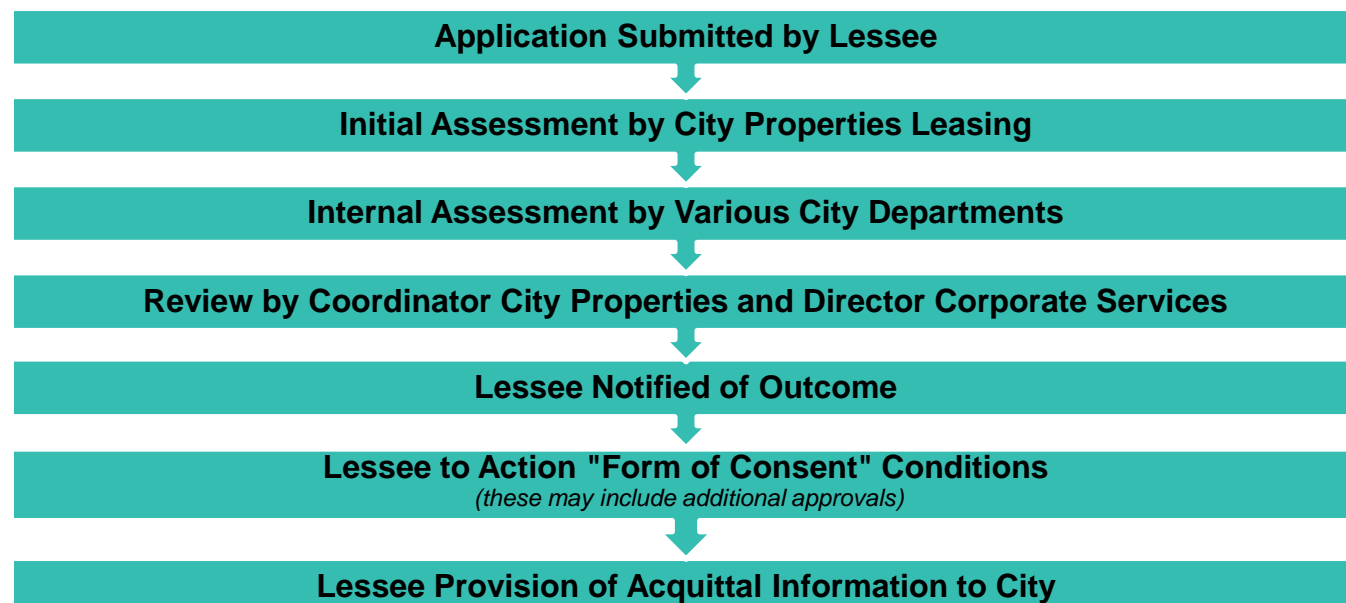
Outcome

Successful applicants will receive an approval letter and a signed Form of Consent, outlining any conditions associated with the alteration or addition. Until you receive this formal notification, the proposed alteration or addition project is not considered approved.

If an alteration or addition project is undertaken prior to the City's consent being issued, then a retrospective application will need to be submitted. If the retrospective application is declined, you may be required to discontinue works and remove the alteration or addition.

All future repairs, maintenance, upgrades and replacement of any approved alteration or addition to a leased property, will remain the responsibility of the lessee.

Assessment Process Flowchart



**At any stage of the assessment process, additional information may be requested and the assessment will remain on hold until the required information has been submitted.*

Funding

If you are applying for funding through the City's Community Grants Program for this alteration or addition project, the grant will not be approved until a signed Form of Lessor Consent has been issued by the City.

Additional information about the City of Rockingham Community Grants Program can be found at rockingham.wa.gov.au/grants

Contact

For further information on the alterations and additions process, please contact City Properties on (08) 9528 0333 or customer@rockingham.wa.gov.au

Leased Property Lessor Consent for Alteration or Addition Application Form

To complete this form you **must** attach the following supporting documents, relating to your application:

- ☐ A site plan identifying the location of the maintenance project
- ☐ Detailed plans including structure dimensions
- ☐ Supplied written quote
- ☐ Specifications of project materials and hardware
- ☐ A copy of your current Public Liability Certificate (minimum cover \$20,000,000)
- ☐ Statement of supplier form, if required

Is this a new alteration or addition project?

☐ Yes ☐ No

Is this a retrospective alteration or addition project?

☐ Yes ☐ No

Property Details

Property name: _____

Street address: _____

Suburb: _____

Lessee Details

Organisation name: _____

Postal address: _____

Suburb: _____

State: _____

Postcode: _____

Contact Details

Main contact person: _____

Telephone number: _____

Mobile number: _____

Email: _____



Alteration or Addition Project Details

Detailed description and scope of proposed alteration or addition:

[illegible]

Reason for alteration or addition:

Estimated total project cost:

Estimated completion date:

Preferred Contractor Details:

Company/business name:

Licence number:

Primary contact person:

Street address:

Suburb/Town/City:

Grants

Is your organisation applying for project funding?

☐ Yes ☐ No

If yes, which grant is your organisation applying for?

☐ City of Rockingham Community Infrastructure Grant

☐ Other: _____

Understanding of Guidelines

Please confirm that you have read and understood the Leased Property Lessor Consent for Alteration or Addition Guidelines, and that the application form is completed in accordance with the instructions in that document. If you have any questions, please contact the City Properties Leasing Team.

☐ I have read and understood the Guidelines: Leased Property Lessor Consent for Alteration or Addition

Declaration of Lessee, as applicant:

I, _____ (name)
_____ (position) of
_____ (organisation)

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: _____

Witness Name: _____

Position: _____

Signature: _____

Date: _____

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

By email: customer@rockingham.wa.gov.au

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