



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 property 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.

Examples of projects 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/kitchen renovation
- ✓ Carpet replacement – different to existing
- ✓ Repainting – different to existing
- ✓ Basin replacement
- ✓ Cool room upgrade
- ✓ Air conditioning installation

Application Documents

All supporting documents listed on the application must be provided with your submission.

The correct number of written quotes must be submitted for each item as per the table below.

Item cost	Number of quotes
Up to \$5,000	1
\$5,001 to \$20,000	2
Over \$20,000	3

Verbal quotes will not be accepted.

Quotes must be in written form, and include:

- itemised description of works
- cost and quantity of each item
- supplier/contractor contact details and ABN
- quote date and number
- how long the quote is valid for

If your organisation is unable to provide the correct number of quotes, please contact the City to discuss your application.

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 team. Incomplete applications will be unable to be assessed 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 Statutory Planning, 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.

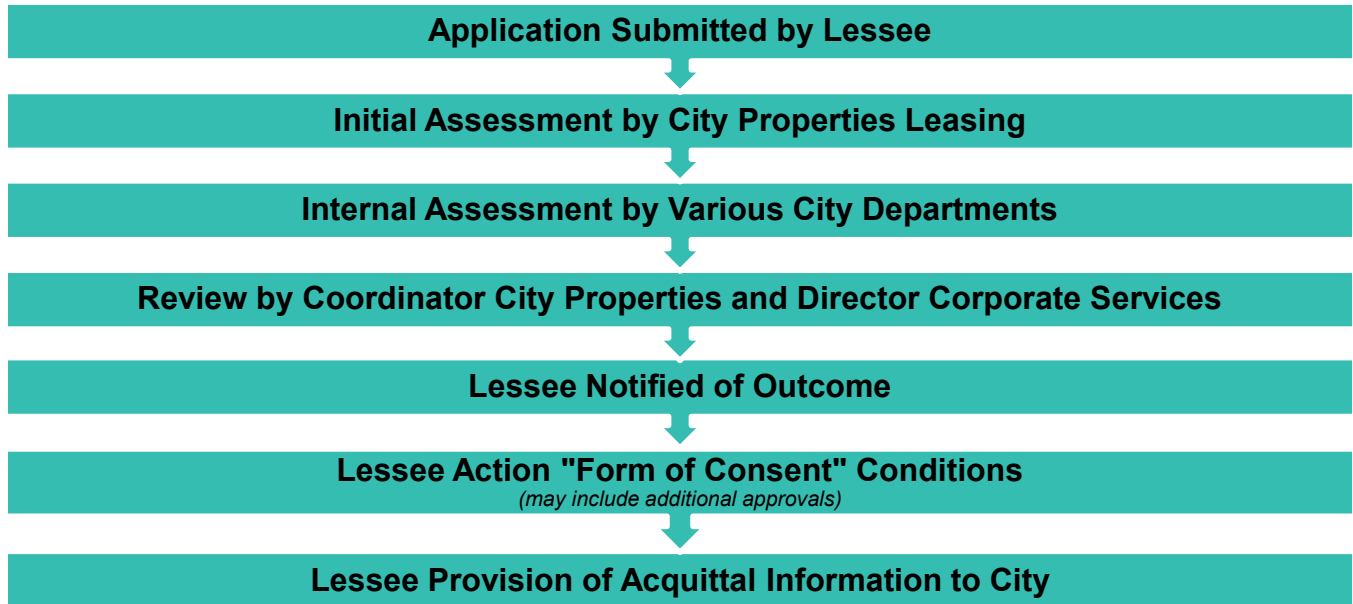
Outcome

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



**Additional information may be requested at any stage of the process and the application 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, please contact the Community Grants team to discuss it as soon as possible.

A copy of the signed Form of Consent will be required from City Properties to be included with the grant application submission.

Additional information about the City of Rockingham Community Grants Program can be found at www.rockingham.wa.gov.au/events,-culture-and-tourism/grants-and-scholarships

Contact

For further information on the alteration and addition 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:

- Site plan clearly identifying the location of the project
- Detailed plans including structure dimensions
- Formal written quotes (two for work over \$5,000; three for work over \$20,000)
- Specifications of all project materials and hardware
- Current Public Liability Insurance 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

Is your organisation applying for project funding? Yes No

If yes, which grant is your organisation applying for?

- City of Rockingham Community Infrastructure Grant

Please contact the Community Infrastructure Planning team to discuss the project on (08) 9528 0333 or customer@rockingham.wa.gov.au

- Other: _____

Property Details

Property name: _____

Street address: _____

Suburb: _____

Lessee Details

Organisation name: _____

Postal address: _____

Suburb: _____

State: _____

Postcode: _____

Authorised Contact Details

Main contact person: _____

Telephone number: _____

Mobile number: _____

Email: _____

Understanding of Guidelines

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

Declaration of Lessee:

I, _____ (Name)
_____ (Position)

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 Office Bearer:

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:
City Properties - City of Rockingham
PO Box 2142
Rockingham DC WA 6967

The City of Rockingham is collecting your personal information to process your application. It may also be used for secondary purposes, which would be reasonably expected.

Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

If you choose not to provide your personal information, we may not be able to process your request or provide you with the level of service you would normally expect.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.