

Owner's Consent for Works on Council Buildings Checklist



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4034
Phone	1300 434 434			TRIM Ref.	2021/340518
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	June 2025
				Business unit	Property
				Application no.	
				Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

The following form has been developed to assist user groups when considering submitting an application to Northern Beaches Council to carry out works on Assets owned by Northern Beaches Council. Alterations and works is any activity that changes the physical structure of the Premises whether it is adding something to the Premises, removing something from the structure of the Premises or altering or modifying part of the Premises. This process does not apply to maintenance works where the structure of the Premises will not be altered.

However, if the maintenance works require alterations to the Premises then this Form and process must be completed. Examples include having to drill holes in the Premises, affixing a defibrillator machine, running new wiring, laying pipes, altering flooring, altering fire safety measures.

Please note that Heritage listed premises may be subject to further considerations **prior to commencing work**.

Part 1: Applicant details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First name			
Last name			
Position			
Name of user/group/organisation			
Address			
Postcode		ABN	
Mobile			
Email			
Does your organisation/group have any paid workers?			
Details of asset that work is being requested for:			

Part 2: Project Description

State the purpose of the works and the role it will play in delivering a service e.g. club house for meetings, storage for equipment, DA application, grant application etc. Please include as much detail as possible such as plans, scope of works, quotes and photos.

Part 3: Community issues

Have you discussed this proposal with the sporting governing body (where applicable), neighbours, other user groups and anyone else who would be affected? Briefly describe the consultation and include supporting letters from the neighbours/groups etc. you contacted.	
Will the proposed asset be available for use by other user groups? If yes, please provide details.	

Part 4: Financial issues

What is the estimated capital cost of the works?	\$			
Who will be responsible for funding the project?				
How will these costs be funded? Separately indicate all sources of funding, including exact details of each funding body.				
Grant	\$			
User	\$			
Other	\$			
Total including GST	\$			
If grant funding is to be used, who is responsible for making the application?				
Will the asset provide a financial return?	Yes		No	

Part 5: Lease or licence

Is the asset currently covered by a lease/licence?	Yes		No	
If YES, are the works allowable under your lease/licence with Council?	Yes		No	
If YES, are the works within the lease/ licence area?	Yes		No	

Part 6: Building compliance

Does the proposal comply with the Building Code of Australia and its Disability Discrimination Act provisions and relevant Australian Standards?	Yes		No	
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Part 7: Applicant

By signing this form the applicant:			
<ul style="list-style-type: none">Acknowledges that Council will not be liable for any costs incurred during the course of this project as a result of the issue of Owner's Consent. Any Council Financial contribution must be agreed to in a separate written agreement,Confirms that the details in this application are correct,Signatory is authorised to request consent on behalf of the applying organisation.			
Name			
Position			
Signature		Date	

Part 8: Conditions

<p>The conditions within the Form relate to the granting of Landlord Approval only, and will not be construed as approval for work to be undertaken on our leased property. Note that Landlord approval provides conditional (in principle) approval, subject to all other approvals being obtained, and all relevant conditions being met.</p> <p>Note that Landlord Approval will not be granted or will be withdrawn if there are any outstanding matters relating to our lease, including, but not limited to, overdue payment of fees, rates or other costs, or non-compliance with any conditions within the lease, as at the date on this form or at any time prior to completion of proposed works.</p>
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