



Port Stephens Council Proposed Works on Council Owned Land Application Form

Part 1- Applicant

Today's Date

1. Applicant Name (or Organisation):

Contact Person (if Organisation):

All correspondence will be sent to this address Postal Address:

P/Code:

Telephone (H): (W):

Mobile:

Email:

Part 2 - Site and Works Details

1. Location of the Council Land	Name of Site: <input type="text"/>		
	Street: <input type="text"/>		
	Suburb: <input type="text"/>		
2. Have you read the guidelines on Council Owned Land attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Does your proposal comply with the guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Description of the project:	<input type="checkbox"/> Trees and Planting/Bush Regeneration <input type="checkbox"/> Gardens <input type="checkbox"/> Pathways <input type="checkbox"/> Structures/Seating Description <input type="text"/> <input type="text"/>		
4. Have you attached plans of the proposed works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Are they drawn to scale?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Who will completing the works?	<input type="checkbox"/> Contractor <input type="checkbox"/> Licensed Builder <input type="checkbox"/> Council Volunteer (s) <input type="checkbox"/> Sporting Club Member (s) Other <input type="text"/>		
6. Cost Estimate and Funding	Source of Funds: <input type="checkbox"/> Contribution to Works (funds, labour, materials) <input type="checkbox"/> External Grant <input type="checkbox"/> Council Grant <input type="checkbox"/> Unknown Cost Estimate: <input type="text"/>		

Part 3: Supporting Information

Benefits of the Project to the community and/or environment

Is there support for this project from the local community? Yes No

How was this determined?

Please name any support gained from relevant groups/agencies

Have you spoken with any Council employees?

Is there a second option for this project?

Part 4: Trees, Plants and Gardens

Do not dig/excavate without Council approval

Species of proposed plants

Have you read the specification guidelines on: Mulch Yes No
Location Yes No Hole Preparation Yes No
Water Yes No Maintenance Yes No

Part 5: Pathways- Please complete Part 8

Please attach a scale copy of proposed works and site. Do not dig/excavate without Council approval

Have you read the specification guidelines on:
Location Yes No Specifications Yes No
Ramps Yes No Soil and Turf Yes No

Part 6: Structures/Seating- Please complete Part 8

Please attach a scale copy of proposed works and site. Do not dig/excavate without Council approval

Have you read the specification guidelines on: Accessibility Yes No
Location Yes No Concrete Slabs Yes No

Part 7: Maintenance

Is there ongoing maintenance required?

What Council resources will need to be committed in the future to maintain?

Part 8: Contractor Details

Constructor/Licensed Builder Details:

Company Name:

Contact Person (s):

Telephone (H): Mobile:

Licence Number:

If you are engaging a Contractor not registered and approved with Council please submit:

Construction Induction Card (White Card): Yes No
Public Liability Insurance to the value of \$20,000,000: Yes No
Workers Compensation Insurance: Yes No
Motor Vehicle Insurance (if required) : Yes No
Safe Work Method Statements: Yes No

In accordance with the attached Specification Guidelines for Works on Council Owned Land

Applicant Signature