

Customer Expression of Interest Form – Alterations and Additions

The City of Swan aims to maintain safe, accessible and multi-use facilities for all users. Each Alterations and Additions application will be assessed on a range of criteria including the following:

1. Impact on other users / groups
2. Visual and environmental impact
3. Cost involved
4. Consistent with the City's terms and conditions across all its facilities

Please complete the following form and return to the City of Swan for considerations by the Alterations and Additions assessment team. Please note, this team meets to assess applications every 3 months. The intent of this document is to fully clarify what your proposed project is and the intended outcomes.

Please complete and return to: Operational Asset Officer, City of Swan, PO Box 196, Midland, WA 6936. swan@swan.wa.gov.au

Please be aware that any community led grant funding applications requires community groups to provide adequate preliminary planning and design information prior to the City accepting any such grant.

It is recommended that community groups receive approval for an Alterations and Additions application prior to securing any external grant funding.

Group Details

Name of group:

Date:

Name of property or building:

Address of group:

Group Contact Details

Name and position of primary group contact:

Email:

Telephone:

Mobile:

Name and position of secondary group contact:

Email:

Telephone:

Mobile:

Group Information

Total number of members? (Last three years and next year)

Number of members that are City of Swan residents?

Project information

Title:

Description of project:

Location of project:

Why is action required?

(Please outline the issues
and why your proposal
will solve it)

What other options have you considered?

Current design stage

(E.g. concept sketch, 100% detailed design)
Note: detailed design required for all projects that are fully or partially grant funded

Estimated project cost:

- Quotes are required for anything above \$5,000
- Quotes or quantity surveyed estimate required for any project containing grant funding

How will the project be funded?

(E.g. group contribution, grant funding, donated materials/ labour, request to place on the City's Long Term Financial Plan)

If the project is grant funded, does the proposed grant fully cover the project costs?

If not, what proportion of the costs does it include and how will the remaining cost be covered?

(Please respond N/A if the project is not fully or partially funded by a grant)

Lifecycle costs

(Please provide an estimate)

Installation/Construction Cost:

Yearly Maintenance/Operating Cost:

Disposal cost:

Has your group obtained majority agreement for the project?

Community Benefits / Impacts

What are the financial benefits/impacts of the project?

(How will the project benefit the group or community financially?)

What are the social benefits/impacts of the project?

(Sustainability and wellbeing of your group, benefits to community members)

What are the environmental benefits/impacts of the project?

(Environmental sustainability, e.g. improved energy use, Bush forever etc)

How will this increase participation?

Required Supporting Documents Checklist

Supporting information to assist the City to assess the request

Aerial imagery noting proposed location	Yes	No	N/A
Building floor plans/sketches	Yes	No	N/A
Site plans/sketches	Yes	No	N/A
Detailed design (required for grant funded projects)	Yes	No	N/A
Product information/brochures, cost estimates or quotes	Yes	No	N/A
Photos of the area proposed	Yes	No	N/A
Photos of the product/item proposed	Yes	No	N/A

Please refer to the below information sheet

I have read and understood the Request for Alterations / Additions to City facilities information sheet

Request for Alterations/Additions to City Facilities

The 'Customer Expression of Interest Form – Alterations and Additions' form above is to be completed and submitted to the City of Swan Asset Management Business Unit to obtain landlord approval for your request.

Please note, if the request indicates the applicant will be responsible for the costs of the addition or alteration, the following statutory approvals may also be required as part of your application.

Alterations and additions on City land may require **statutory** approval. Depending on your request, statutory approval can include planning approval (obtained from the City's Statutory Planning Department) and a certified building permit (obtained from the City's Building Services Department). If landlord approval is granted you will be advised, in writing, of the statutory approvals you will be required to obtain prior to carrying out any development on City land.

Planning Application

You are required to obtain planning approval through a development application for any development on City land - both internal and external. Minor internal modifications and temporary structures may be exempt.

A development application will incur the following fee:

- **Minimum** fee of \$147. The total fee is based on the estimated cost of work
- Note occasionally, (depending on the nature and location) development applications require advertising prior to approval. Advertising will incur additional costs

The documentation that must accompany a development application will vary based on its nature; the following provides an example and in most cases a minimum:

- Completed Application for Planning Approval Form
- Current copy of the property's Certificate of Title (to be obtained from Landgate for a fee of \$24.80)
- Three (3) copies of a Site Plan drawn to scale including the proposed development(s), the natural ground level and a final floor level – to be obtained from your builder
- Three (3) copies of a Floor Plan drawn to scale - to be obtained from your builder
- Three (3) copies of an Elevation Plan drawn to scale, including colours and materials - to be obtained from your builder
- Detail on how stormwater will be accommodated on site (in the example of a shed) - to be obtained from your builder

For development application types, checklists & questionnaires and application forms & fees please see following link:

www.swan.wa.gov.au/Your-Property-Land/Application-forms-fees

Certified Building Permit

See following link for the Building Commission's building approval process guide:

www.swan.wa.gov.au/Your-Property-Land/Building-process-information/Building-approval-process

Charges and fees

If you are required to obtain a Certified Building Permit you must complete form BA1 - 'Application for a Building Permit Certified'- see above link. There are a number of fees that may be applicable.

- City of Swan Building Services Department. This fee is based on the class of building and the estimated cost of work.
- Building Services Levy
- Building and Construction Industry Training Fund (BCITF).

Your application must also include form BA3 – 'Certificate of Design compliance'.

www.commerce.wa.gov.au/publications/ba3-certificate-design-compliance

This form is to be completed by an independent building surveyor. It is the applicant's responsibility to engage an independent surveyor and supply all necessary information for the application to be certified (site plan, floor plan, elevations). The City has no influence on these charges and the cost will be dependent upon the proposed construction. See the following link to download a copy of the register of Building Surveying Contactors and Practitioners.

www.commerce.wa.gov.au/building-and-energy/find-registered-building-surveyor

If landlord approval is granted it is done so with the understanding that any development on City of Swan land will be carried out by a reputable contractor. You will be asked to provide the following details of your appointed contractor prior to undertaking any work:

- Certificates of currency for Public Liability Insurance to the sum of at least ten million dollars (AUD\$10,000,000) in respect of any one occurrence for an unlimited number of claims.
- Workers Compensation Insurance certification as required by law
- Product Liability Insurance to the sum of at least 10 million dollars (AUD\$10,000,000)