

Application to Undertake Additions or Improvements on City of Kalamunda Facilities Under Lease or Licence

Date of form – 3 June 2021

1. Introduction

This form is to be completed and submitted to the **City of Kalamunda (Property Services Team)** by Lessee or Licensee tenants of a City building seeking approval for works of a significant nature to improve or enhance that facility, either as a Project managed by the Club or a Project managed by the City of Kalamunda Project Management Team (refer to Section 7).

Applicants should refer to their respective lease or licence agreement clause regarding Alterations for additional information.

- » Approval of the application will not constitute agreement by the City of Kalamunda to contribute to any of the costs of the proposal or to provide upgrades to the building structure or capacity (electrical, plumbing, gas, etc) which may become necessary as a result of the proposal.
- » The City of Kalamunda will not reimburse the applicant for any improvements or additions nor will it be responsible for defective workmanship or any costs for rectification of defective or unsatisfactory work.
- » Improvements to the facility become the property of the City of Kalamunda once work has been completed and determined satisfactory by the City of Kalamunda's representative.
- » If an approval is provided, the works must be completed within 2 years of the date of the approval letter.
- » **It is the applicant's responsibility as part of this Application to confirm that the improvements/additions are situated within the existing lease/licence area. If an expansion of the lease/licence area is required to enable the project to proceed, an application will need to be lodged with the City's Economic and Cultural Services.**
- » Some proposed works will require formal planning and/or building approval from the City of Kalamunda as the Local Government Authority. These processes are treated separately and independently. Enquiries should be made to the City's Building Services and Planning Departments for clarification of the respective procedures.

The applicant is responsible for obtaining both Planning Approval and Building Permit Approval.

PLEASE NOTE:

1. **As the City is the Owner, the Building Act 2011 requires a "Certified Application for Building Permit" (Form BA01) to be used (ie the certification must be by a qualified surveyor independent of the City). All City of Kalamunda owned buildings are deemed to be Public Buildings.**
2. **In order to occupy a Public Building an occupancy permit is required – an occupancy permit is used to, for example, occupy a completed building, following on from a building permit (it is expected that this would be the main occupancy permit use associated with the "Application to Undertake Improvements process). Please refer to Point 6 below.**
3. **An application for an occupancy permit for a completed building must be accompanied by a Certificate of Construction Compliance signed by the independent building surveyor engaged as per above. Please refer to Point 6 below.**
4. **A copy of the Building Act 2011 Overview (available also from both the City's website and the Building Commission website) is attached for information).**

x.....Signed by authorised person on behalf of the applicant in acknowledgement

- » Where the building is occupied by more than one tenant, the other tenant(s) must also support the request and sign the form where indicated.
- » The applicant will need to supply the City with evidence of funds spent (to the satisfaction of the City) so that the works may be considered for inclusion in the City's Building Insurance and the City's Asset Register (if required). However the City reserves the right, at its sole discretion, to either:
 - o include the asset within the Buildings Insurance cover taken out by the City and require the tenant to pay the Buildings Insurance excess if a claim is lodged; or
 - o decline to include the asset within the Buildings Insurance cover taken out by the City and require the tenant to take out its own insurance cover, with the City's interests being noted in the cover taken out. The tenant will be required to provide evidence annually of the insurance cover taken out.

Work considered as significant includes:

- » Painting internally or externally;
- » Modifications to any rooms including ceiling or floor surfaces;
- » Installation of fixed/permanent cabinetry or joinery;
- » Kitchen upgrades - including acquisition of major appliances e.g. commercial cooking equipment that may require exhaust/venting and electrical isolation switches, amendments to plumbing, including installation of grease traps;
- » Any electrical work including installation of lighting and/or power fixtures internally or externally to the building; or
- » Any structural changes or additions – including the installation of any pergola, patio, shed(s), fixed or free standing structure that either will or will not require planning and building approval.
- » Note – requests for the City's consent to the installation of signs, notices or advertisements should be made by lodgement of the the form "Application to display from or affix signs, notices or advertisements to City of Kalamunda Facilities Under Lease or Licence".

For further information contact the City of Kalamunda Property Services Team on 9257 9999.

2. Obligations on the Facility User / Applicant

The Facility User / Applicant must hold a current Contents Insurance policy that incorporates personal liability cover for the duration of the construction, installation, improvements or additions. Submission of the request does not constitute approval for commencement of work.

The Facility User/Applicant is responsible for providing:

- a) Advise to the Property Services Team that the project has been completed and supplying a copy of the Occupancy Permit issued by the City and a copy of the Certificate of Construction Compliance lodged in order to obtain the Occupancy Permit;
- b) Ensuring that the Property Services Team is provided with all compliances certificates (or equivalent information) in regard to plumbing, electrical, gas and other trades works that are subject to regulatory reporting; and
- c) Ensuring that all warranties are assigned in writing to the City of Kalamunda.
- d) Ensuring that a "New Asset Form" is completed for all assets installed in the premises.

Initials of all parties to acknowledge that the above terms and conditions have been read and are accepted.

A) _____ B) _____ C) _____

3. Facility Details

Building Name:	
Building No:	
Address of Building / Facility:	

4. Description of Improvement / Enhancement and Reason for Request

(Please include a high level of detail of proposed work – A formal Scope of Works can be attached)

Initials of all parties to acknowledge that the above terms and conditions have been read and are accepted.
A) _____ B) _____ C) _____

5. Location / Site of Improvement / Enhancement

(Please provide sketch. Additional plans or other technical drawings may be attached. Plans of the existing premises, including septic tank and leach drains locations, may be available by request through Property Services.)

6. Qualified Tradespersons', Licensed Contractors' Obligations and Warranties

All proposed works must be carried out by (or under the supervision of) qualified tradespersons and licenced contractors.

For licenced trades, specifically electrical, plumbing and gas, compliance certificates are to be submitted to the City of Kalamunda, and relevant regulatory authorities.

All warranties and/or guarantees of works must be assigned in writing to the City of Kalamunda as landowner.

Contractors carrying out work must hold current Insurance Policies, including coverage for personal and public liability, workers' compensation and indemnity, for the duration of the construction, installation, improvements or additions.

Contractors carrying out the proposed works are to comply with the City of Kalamunda's Policy and Guidelines for Occupational Health and Safety for Contractors.

Initials of all parties to acknowledge that the above terms and conditions have been read and are accepted.

A) _____ B) _____ C) _____

7. Project Management

How is the project proposed to be managed – Club or the City Project Management Team? (Select one by circling the option chosen)

The level of involvement of the City Project Management Team is at the sole discretion of the City. For example, the City may allow for Project Management by the Club/the Club's committee, but conditional on a member of the City Project Management Team being:

- » included in all deliberations;
- » provided with all information considered necessary by that designated person; and
- » authorised on behalf of both the City and the Club to make decisions at their sole discretion that may determine any and all aspects of the Project.

If seeking approval for Project Management by the Club, please provide details of:

- » Who at the Club will be responsible for managing the project (the Club Project Manager).
- » Whether a Club Project Management Committee exists to oversee the Club Project Manager and the expenditure of funds.
- » What experience and skills does the proposed responsible person/s (Project Manager and the members of the Club Project Management Committee) have for managing this project (provide details, including details of qualifications e.g. a plumbing licence, whether that licence is still current, the length of time the licence was held etc.).
- » Evidence that the Club has formally authorised for the works to be managed by the Club Project Manager and the Club Project Management Committee.

Information to satisfy the above requirements is to be provided as a separate attachment, duly signed by the person(s) concerned and countersigned by the Club President attesting to the accuracy of the information.

If seeking for the project to be managed by the City Project Management Team, please provide information on:

- » Who at the Club will be authorised to liaise with the City Project Management Team and make decisions/recommendations/commitments on behalf of the Club? (Provide full name and contact details).
- » What experience and skills does the proposed authorised person have for involvement with this project? (provide details including details of qualifications e.g. a plumbing licence, whether that licence is still current, the length of time the licence was held etc.)

Information to satisfy the above requirements is to be provided as a separate attachment, duly signed by the person(s) concerned and countersigned by the Club President attesting to the accuracy of the information.

Where projects are being managed by the City's Project Management Team, it will be a requirement, prior to any aspect whatsoever of the project starting, that the Club enters into a Financial Agreement covering such things as: roles and responsibilities, the timing of the club's funding contribution (monetary and in kind) etc.

Initials of all parties to acknowledge that the above terms and conditions have been read and are accepted.

A) _____ B) _____ C) _____

8. Funding of the Improvement / Enhancement

What is the anticipated Cost of the Project?	\$
How is the project going to be funded? User Self-funded <input type="checkbox"/> City <input type="checkbox"/> Other <input type="checkbox"/>	
What level of contribution is sought from the City, if any? Date of lodgement of EOI _____ The Club is responsible for lodging an Expression of Interest (EOI) form in terms of the City of Kalamunda "Capital Grants – Clubs and Community Groups" policy. In terms of that policy, Projects will not be considered within the financial year that the EOI application is lodged.	\$
Other funding information – including evidence of funds held and/or approval of grant funding from other sources.	
Cost overruns – it is expected that the Club will cover any cost overruns that may occur on the Project, whether managed by the City or the Club. As a minimum, the City would expect the Club to provide evidence of holding contingency funds of 10% of the cost of the project.	

9. Acknowledgement

By submitting this request the Applicant acknowledges and will be bound by the above conditions, including accepting responsibility to obtain Planning Approval and Building Permit Approval.

<p>Authorised person acting on behalf of Applicant</p> <p>Name _____</p> <p>Club name _____</p> <p>Position in Club _____</p> <p>Telephone Number _____</p> <p>Email _____</p> <p>Postal address _____</p> <p>Signature _____</p> <p>Date _____</p>	<p>Return this Form to:</p> <p>2 Railway Rd, Kalamunda, WA 6076 PO Box 42, Kalamunda, WA 6929 Telephone: (08) 9257 9999 Fax: (08) 9293 2715 E-mail Address: enquiries@kalamunda.wa.gov.au Website: www.kalamunda.wa.gov.au</p>
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NO WORK IS TO COMMENCE UNTIL FORMAL APPROVAL (INCLUDING PLANNING / BUILDING APPROVAL IF REQUIRED) IS GRANTED IN WRITING AND RELEVANT COPIES OF INSURANCE COVERAGE ARE RECEIVED BY THE CITY.

Initials of all parties to acknowledge that the above terms and conditions have been read and are accepted.

A) _____ B) _____ C) _____

Project supported by Co- Tenant

Co-tenant(s) details –

Name _____

Club name _____

Position in Club _____

Telephone Number _____

Email _____

Postal address _____

Signature _____

Date _____

Checklist

Yes/No or comment.

1. Front page signed.

2. All pages initialled at bottom of page by all parties.

3. Applicant has confirmed that the premises have the capacity to support the changes sought. Copy of sign off by relevant tradesman/engineer etc attached.

4. Applicant has confirmed that the improvements/additions are situated within the existing lease/licence area.

5. Copy of current contents insurance policy attached.
N.B. Should include Public Liability Cover of at least \$20,000,000 (\$20 Million) in terms of lease agreement.

6. Project Management supporting documentation as required by Part 7 of this form,

7. Co-tenant has signed in support of the project.

Initials of all parties to acknowledge that the above terms and conditions have been read and are accepted.

A) _____ B) _____ C) _____