

# Request for Landlords Consent for Alterations/ Additions City Facilities – Commercial/Community Buildings



The Landlord Consent Application Form can be found on pages 2 and 4 of this document. It is to be completed and lodged to the City of Fremantle's Asset Management Business Unit to obtain landlord consent for your request.

City of  
Fremantle

## *Other Requirements*

If the request indicates the applicant will be responsible for the costs of the addition or alteration statutory approvals including development approval and/or a certified building permit may be required. If landlord consent is granted, you are encouraged to consult with the City's Strategic Planning and Projects Directorate to confirm if further approvals are required.

### *Development Approval*

---

If you are required to obtain development approval you must submit a Development Application Approval Form to the City of Fremantle with relevant supporting information (including this approved Landlord Consent Application Form) and associated fees.

For information, including forms and checklists, please visit the City's website <https://www.fremantle.wa.gov.au/development/planning>

### *Certified Building Permit*

---

If you are required to obtain a certified building permit, you must lodge the appropriate applications to the City of Fremantle with relevant supporting information (including this approved Landlord Consent Application Form) and associated fees.

For a general checklist, please visit the City's website <https://www.fremantle.wa.gov.au/general-checklist-ba1-applications-building-work-certified-applications>

### *Land Owner to Sign*

---

Development and certified building work applications need to be signed by the owner of the land. For all City of Fremantle owned land you must lodge these applications unsigned, and the City of Fremantle will sign as the owner of the land.

### *Further Information about Development Approvals/ Certified Building Permits*

---

For further information on obtaining development approval or a certified building permit please contact the City of Fremantle on (08) 9432 9999:

- Duty Planner (or via email [planning@fremantle.wa.gov.au](mailto:planning@fremantle.wa.gov.au))
- Building Services Team (or via email [building@fremantle.wa.gov.au](mailto:building@fremantle.wa.gov.au))

Appointments are also available Monday to Friday 9:00 AM to 4:00 PM and must be booked in advance. Please note that same day appointments are unavailable.

For appointments and email queries please provide a working draft or rough sketch of your plans showing the proposed dimensions and location relative to the subject lot boundaries.

*Please Note:* Where development approval and/or a certified building permit are required, this form does not automatically mean that these approvals will be granted. All applications will be assessed against relevant requirements.

# Landlord Consent Application Form

The City of Fremantle aims to maintain safe, accessible and multi-use facilities for all users. Each application will be assessed against a range of criteria including:

- Impact on other users / groups
- Heritage, visual and environmental impact
- Cost involved
- Consistent with the City's terms and conditions across all its facilities
- Lease or license implications

This application is to fully clarify the details of your proposed project for review and approval. For further information please contact the Asset and Property Officer on (08) 9432 9999.

Please complete and return this form along with all required documentation to the City of Fremantle for consideration by the Asset and Property Officer [info@fremantle.wa.gov.au](mailto:info@fremantle.wa.gov.au).

## Applicant Details

Name of group:

Name of property or building:

Address:

Contact name:

Position:

Email:

Mobile:

2<sup>nd</sup> Contact:

Mobile:

Date:

## Proposed Project Information

1. Project title:

2. Project description:

3. Project location:

4. Estimated total project costs:

*Please provide copies of quotes*

5. Timeline (Including intended commencement and timeframe for works)

6. How do you intend to project manage the works? (E.g. City managed or self- managed)

7. Why is this project required? (Please outline issues and how your proposal solves them)

8. What other options have been considered?

9. Will these works require ongoing maintenance? .....Yes  No

**9.1** If yes, provide annual cost estimates and show how these costs will be covered.

10. How do you intend to fund this project?

E.g. club contribution, grant funding, donated materials / labour.

(If from multiple sources please provide an estimated breakdown from each source)

## Community Benefits / Impacts

11. What are the financial benefits / impacts of the project?

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

12. What are the social benefits / impacts of the project?

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

13. What are the environmental benefits / impacts of the project?

(E.g. Improved energy use, Bush Forever protection, sustainability levels etc)

14. How will this project increase participation?

15. Have you discussed your proposal with a City of Fremantle Officer? .....Yes  No

15.1 If yes, with whom and what was the outcome?

16. Is community consultation or information about the project needed? .....Yes  No

16.1 If yes, how will this be achieved?

17. Please attach any related information i.e. photographs, plans or sketches to assist in the City's review

## Declaration

I [Name]  have read and understood the Landlord Consent for Alterations / Additions to City Facilities – Commercial/Community Buildings requirements.

**Office use only**

Asset Officer Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved**

**Not Approved**