

Request for Landlords Consent for Alterations/ Additions to 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)
- Building Services Team (or via email 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 Tenancy Management Officer on (08) 9432 9999 or propertyassets@fremantle.wa.gov.au.

Please complete and return this form along with all required documentation to the City of Fremantle for consideration by the Tenancy Management Officer info@fremantle.wa.gov.au

Applicant Details

Name of group:

Name of property or building:

Address:

Contact name:

Position:

Email:

Mobile:

2nd 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.

Collection Notice

The City of Fremantle collects the personal information you provide for the purpose of responding to your enquiry or request, and to carry out related local government functions.

Your information may be shared with authorised City officers or contractors where necessary to process your request, but will not otherwise be disclosed unless required or authorised by law.

By submitting this application with the City you agree to the collection of this information in accordance with the Council Privacy Policy.

For more information, including the option to remain anonymous, please see our Privacy Statement and Policy or contact us at governance@fremantle.wa.gov.au.

Conditions *(Office use only)*

Note: The application has been approved subject to the following conditions and direction:

Office use only

Asset Officer Signature: _____

Name: _____

Date: _____

☐ Approved

☐ Not Approved