

Requests for Landlord Approval for Alterations and Additions

Commercial and Community Buildings

The Landlord Consent Application Form is to be completed and lodged with the City of Cockburn's Property Service Team to obtain landlord consent for your request.

General items that do not require additional approvals may be commenced at the receipt of this executed form from respective City Officers.

Planning requests for a City Facility will not be able to be lodged without a copy of this form, signed by respective City Officers, attached to your Development Application.

If your Development Application does not include an executed Landlord Approval form your Development Application will not be signed by the City of Cockburn CEO and your application will not progress to the assessment stage.

Development Approval

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

For information, please visit the City's website - [Planning Applications - City of Cockburn](#)

Certified Building Permit

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

For information, please visit the City's website - [Building Permit Application - City of Cockburn](#)

Landowner to Sign

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

For further information on obtaining development approval or a certified building permit please contact the City of Cockburn on (08) 9411 3444

- Duty Planner (or via email customer@cockburn.wa.gov.au)
- Building Services Team (or via email buildservicesadmin@cockburn.wa.gov.au)

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 approvals will be granted. All applications will be assessed against relevant requirements.

As previously outlined, without an executed Landlord Approval form your Development Application will not be accepted.

Landlord Consent Application Form

This application is to fully clarify the details of your proposed project for review and approval.

Please complete and return this form along with all required documentation to the City of Cockburn for assessment by the Property Services Team

propertyservices@cockburn.wa.gov.au

Privacy Notice

Under the PRIS Act 2024 and the City's Privacy Management Policy we have obligations in relation to how we collect, store, use and access your personal information. For details visit www.cockburn.wa.gov.au/CollectionNotice

Applicant Details

Name of Group: Click or tap here to enter text.

Name of Property/Building: Click or tap here to enter text.

Address: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email: Click or tap here to enter text.

Mobile: Click or tap here to enter text.

2nd Contact: Click or tap here to enter text.

Mobile: Click or tap here to enter text.

Date: Click or tap here to enter text.

Proposed Project Information

Project Title: Click or tap here to enter text.

Project Description: Click or tap here to enter text.

Project Location: Click or tap here to enter text.

Estimated total project costs: Click or tap here to enter text.
(please provide copies of quotes)

Timeline (including intended commencement and timeline for works)

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

What other options have been considered?

Click or tap here to enter text.

Will these works require ongoing maintenance? YES ☐ NO ☐

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

Click or tap here to enter text.

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)

Click or tap here to enter text.

Project Benefits/Impacts –

What are the financial benefits/impacts of the project? (e.g. sustainability and wellbeing of your group, benefits for community members/customers)

Click or tap here to enter text.

What are the social benefits/impacts of the project? (e.g. sustainability and wellbeing of your group, benefits to community members/customers)

Click or tap here to enter text.

What are the environmental benefits/impacts of the project? (e.g Improving energy use, Bush Forever protection, sustainability levels etc)

Click or tap here to enter text.

How will this project increase participation?

Click or tap here to enter text.

Have you discussed your proposal with a City of Cockburn Officer? YES ☐ NO ☐

If yes to the above, with whom and what was the outcome?

Click or tap here to enter text.

Is community consultation or information about the project needed? YES ☐ NO ☐

If yes, how will this be achieved?

Click or tap here to enter text.

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

Declaration

☐ I (Name) Click or tap here to enter text.

Have read and understood the Landlord Approval for Alterations/Additions – Commercial/Community Buildings requirements.

Approved by City of Cockburn dated:

Signed:

Position: