

Q. What types of grants does council offer?

Grants Program:

Council has a Grants Program that aims to provide assistance to local community groups/organisations that make positive contributions to the quality of life in the Local Government area. Grants are offered twice each year. Clubs can apply for up to \$5,000 for club development purposes and events, and up to \$10,000 for infrastructure. Applications close on the 3rd Friday in February and August.

Junior Sporting Grants:

There are also junior sporting grants available for individuals and clubs. This program provides financial assistance toward the cost of team levies, registration, uniforms, travel and other costs associated with junior sports persons participating in national and international competitions.

In-Kind Assistance:

Another form of assistance council offers is in the form of in-kind. Any community group seeking this form of assistance will need to complete an application.

Forms and guidelines are available from the council website or by contacting council. For more information, please contact Community Development. For assistance with application, contact Recreation Services.

Q. Can our club install fences around our fields/lease area?

- Council does not generally support the erection of fencing around reserves. Such reserves, when not being used by the Lessee/Club are to be made available for use by the public.
- If your club is under a licence/lease with council and wants to erect fences of less than 2 metres, your club should submit a letter to Property Services requesting permission with drawings to scale showing clearly the size, design, material and the proposed location of the fence. *Hint: it is more likely to be approved if the fence height is 90-100 centimetres and has gaps, not gates.*
- A building permit for a boundary fence will need to be obtained from a building certifier where a proposed fence or combined retaining wall and fence exceeds 2 metres in height "above" the level of "natural ground" as defined under the *Standard Building Regulation 1993* and the *Planning Scheme*.

Q. Our club wants to erect signage, what is the process for this?

- In general terms, a Sporting Field Fence Sign is any sign painted or fixed to a fence marking the boundaries of a playing field. Such signs may face inward to the playing area only and do not require an application or fee to council. NOTE: if the club has a lease/licence through council, written consent is still required from Property Services.
- Where a Sporting Field Fence Sign or a similar advertisement in a sports club, arena, stadium or the like is readily legible from a road or other public place, it will be treated as a Permissible Code Assessable Advertisement and will be deemed to be a Boundary Fence Sign this will require the club:
 - To contact Property Services seeking in-principle approval as per lease/licence requirement.
 - Then the club is to submit an 'Application to Erect a Sign', with the in-principle approval letter and fee to council.
 - The club will need to provide details on the height, size and location of the sign. Please contact council for the application form.

- All individual inward facing signs are not to exceed 3m². An outward facing sign not exceeding 3m² on each road frontage may be erected facing the street if not more than 50% of the sign contains the name of the sponsor. A scoreboard may contain a sign not exceeding 3m² per scoreboard for advertising purposes.
- If your club is wanting signage that does not relate to the above, please make an appointment or seek written advice from a Duty Planner on dutyplanner@mackay.qld.gov.au or by phoning 1300 622 529
- Note: There are further restrictions for signage along or near State controlled roads. Contact Department of Main Roads.

Q. Our club would like to place a shipping container temporarily; do we need a permit for this?

Yes, your club will need to:

1. as part of the lease/licence requirement, seek written in-principle approval from Property Services, including a map of the proposed location. *Note: If there are other clubs in the area it is highly recommended to acquire a letter from the other clubs stating they have no objection to the location of the shipping container.*
2. The club is to submit the required Permit for Building Works for a Class 10 structure to a Private Building Certifier prior to the placement of the container on the site.

Q. What type of permit does our club need if we want to build a shed, clubhouse, lighting, dugouts, shade structures etc ?

A Building Permit;



1. As per lease, contact Property Services seeking permission for the project.
2. Contact council's Duty Planner service via email (dutyplanner@mackay.qld.gov.au or 1300 622 529) to confirm that no planning application is required for the structure. This must be done prior to lodging a building application. If a planning approval is required, then a Material Change of Use application needs to be made and approval prior to submitting a building permit for a approval to a Building Certifier.
3. **Structural certificate** – have a suitably qualified Engineer (civil, structural or geotechnical) OR qualified Building Designer, design a set of plans
4. **Building Application** – once you have the structural certificate, you can apply for a Building Application via a Private Building Certifier
5. **Building Permit** – the building certifier will issue the building permit and will forward a copy of the approval to council

Q. Our licence/lease will expire soon, how does our club renew this and what is the timeframe?

Your club will be required to contact Recreation Services and complete a Land Management Plan, which is a requirement from the Department of Environmental Resource Management (available from Recreation Services).

Upon the return of the Land Management Plan, Property Services will contact the club approximately one month later to arrange the lease between your club and the solicitors.

Note: Please allow at approximately 3 months from initial contact to process the lease.

Q. Our club requires land/additional land, what does council suggest?

Unfortunately there is not enough suitable open space in Mackay for every club to have their own lot, therefore, there is no guarantee that council can locate a suitable lot for your club. Council supports and promotes clubs that share facilities and make the most of multiuse facilities. Your club should consider first approaching other local clubs and local schools to establish if the timing of sports match i.e. cricket season runs during summer, and rugby during winter.

Alternatively, access MiMAPS online Mapping from the council homepage www.mackay.qld.gov.au, using this program your club has the tool to assist in identifying land that may be suitable for your sporting club. Once you have established a suitable location, contact Recreation Services to undertake further background research on the tenure of the land.

Approximately every 5 years council will undertake an open space, sports and recreation study on the region (commencing from 2010), this is a critical study for your club to be involved in as it will necessitate an understanding of the available land resources, current and future participation trends, needs, expectations and growth of the community in the region. From this document, council can assist in the provision of suitable locations for activities into the future. This document is ultimately used for planning for the future, it is very important for clubs to be involved.

Q. How does our club become incorporated?

Contact The Office of Fair Trading www.fairtrading.qld.gov.au

Your club will need to prepare by:

- voting for it by a three-quarter majority
- lodging [Association Incorporation Form 1 - Application for incorporation of an association](#)
- paying the \$117.00 fee
- electing a president, secretary and treasurer (two different people must hold the president and treasurer positions)
- adopting a set of operating rules
- having an address in Queensland where documents can be personally served.

Q. Does our club require a Food Business Licence?

The *Food Act 2006* (the Act) replaced the *Food Act 1981* and with that came a number of changes. In particular, certain food businesses became exempt from licensing requirements, in particular non-profit organisations.

However, the Act states that a non-profit organisation requires a Food Business Licence only when it sells meals on at least twelve (12) days each financial year.

Please be advised of the following definitions for a “non-profit organisation” and “meal”:-

Non-profit organisation - distributes all of the money raised to a charitable, cultural, educational, political, social welfare, sporting or recreational purpose and **does not** provide a benefit for any individual member or person.

Meal - food that is intended to be consumed sitting down with cutlery at a table or other fixed structure and is of adequate substance to be ordinarily considered a meal.

In this regard it has been identified that most sporting and recreational non-profit organisations **may** no longer be required to meet the licensing requirements of the *Food Act 2006*.

Q. How does our club obtain a liquor licence?

Contact Office of Liquor and Gaming Regulation www.olgr.qld.gov.au

Your club will need:

- A fully completed application form
- Completed personal details schedule for each individual who is a party to the application
- Prescribed application fee including fee for Criminal History Check
- Layout plan (scale 1:100)
- Location plan
- Town planning consent
- Certificate of Title
- Registered Plan of Survey
- Risk Assessed Management Plan
- Community impact statement
- constitution, minutes of meetings, financial statements

NOTE: Your club will need council to sign a section of the form, please contact Property Service