

Minor Capital Works and Equipment requirements

Any proposed capital works on a Council owned facility must have an *Approval in Principle* from Council before an application is eligible for assessment. For non-Council buildings a letter of approval from the owner is required before an application is assessed. Please note that, for capital works undertaken within a Council owned or managed building, a completion inspection will need to be held with a relevant Council officer to ensure works have been completed to Council's satisfaction.

It is also important to note that any capital works, renovations, equipment installation, etc. whether they are on Council owned facilities or not, may require Council permits and approvals from other agencies. It is therefore critical that applicants speak to relevant Council officers to get advice on what is required. No grants will be issued until **ALL appropriate approvals have been provided.**

Please see contact details below:

Community Buildings – minor capital works	Team Leader Building Infrastructure	Travis.jenkins@kingston.vic.gov.au
Property Services	Property Compliance Co-ordinator	9581 4406
Environment – e.g. water efficiencies, electrical appliances	Team Leader Environment Planning	9581 4382