Community Grants Project Pre-Checklist

This Community Grants Project Pre-Checklist has been developed to assist community groups and organisations to determine whether the project requires permits.

It is your responsibility as the applicant to apply for, fund and obtain all required permits for the project (incl. food handling, planning, building or local laws permits).

Funding through our Community Grants program does not constitute approval of required permits. Even if your application is successful, payment of your funding is conditional on associated permits being obtained.

✓	Will any native vegetation be cleared or disturbed during this project?	YES / NO
✓	Will you be constructing a permanent or temporary structure during this project?	YES / NO
	• If YES, will this structure be attached to an existing structure or have a roof?	YES / NO
✓	Will you be undertaking any structural changes to an existing building such as re-blocking, maintenance, material removal or demolition works?	YES / NO
✓	Are any excavation works involved in this project?	YES / NO
✓	Will you be building a dam or water bore as part of this project?	YES / NO
✓	Will you be providing or selling food as part of this project?	YES / NO
✓	Will this project require any variation or blockage to traffic flow?	YES / NO
✓	Will this project involve high volume traffic (both vehicle and pedestrian) in public areas?	YES / NO
✓	Will the project involve alteration to or installation of a septic?	YES / NO
✓	Is the project associated with any heritage or cultural overlay?	YES / NO

If you answered "YES" to any of the above questions, it is likely that you may be required to obtain permits for your proposed activity.

Please contact Council's Community Development and Grants Officer on (03) 5220 7111 or email: communitygrants@gplains.vic.gov.au if you are unsure of your answer or would like to discuss the requirements for building, planning, local laws and/or food handling permits.