**Surf Life Saving Queensland**

**Development Submission Checklist**

**Purpose**

Ensure the Clubs/ Branches provided correct information to Surf Life Saving Queensland when wanting to conduct re-development works on their facilities. It also aims to ensure that all capital expenditure is consistent with the strategic directions of Surf Life Saving Queensland.

Below is a checklist to use for submission.

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| Determine the minimum requirements for club development  |  |
| Club proposed a development project plan |  |
| Projections for 5 years including * Membership
* Cash flow
* Budgets
	+ Level of contingency to be included
 |  |
| Financial requirements for development* Total for proposed development
* Clubs contribution
* Branch contribution
* Supporters Club Contribution
* External Stakeholder contribution (Local, State, Federal funding / Grants)
* SLSQ request for additional funding (if required)
* Latest financial information (Profit and Loss & Balance Sheet) prepared in accordance with accrual accounting requirements
 |  |
| Development Application approval completed? |  |
| Building application approval completed? |  |
| Land Owners consent completed? |  |
| Approved development plans |  |
| Proposed construction contract/ QS Report / Tender |  |
| Quotes for development |  |
| Confirmation that appropriate insurance cover is in place |  |
| Copies of minutes from Club General Meetings/ Committees noting approvals for the funding/ development |  |
| Approval by the Branch supporting documentation provided |  |

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| **SLSQ Office Use Only** |
| All documentation above provided and sufficient |  |
| Submission to Board/ AFCC / Facilities Completed  |  |
| Facilities Committee approval date |  |
| AFCC approval date |  |
| Board approval date |  |