

# **ADELAIDE SOARING CLUB INC**

## **POLICY ON ALLOCATION OF SITES, LEASES AND BUILDING OF STRUCTURES ON GAWLER AERODROME**

### **Version 4**

#### **1. Introduction**

This document sets out the policy concerning allocation of sites for erection of hangars and other buildings on Gawler aerodrome.

#### **2. Definitions**

“the Club” means the Adelaide Soaring Club Inc.

“the ASC”, means the Adelaide Soaring Club Inc.

“the Council” means the Light Regional Council.

“the Manager” means the Adelaide Soaring Club Inc. as the agent contracted with the Council to manage the aerodrome.

“the Committee” means the management committee of the Adelaide Soaring Club Inc.

The “Application”, refers to a proforma document required to be filled out by prospective hangar/ building applicants

“Applicant/s”, person or persons cited on the Application and / or Sub lease

“Approved Users” means the persons authorised by the Club to use the site allocated to a Lessee.

#### **3. Background**

3.1 Prior to 2<sup>nd</sup> September, 1988 the aerodrome was leased to the Club by the Commonwealth Government. Some hangars were built during this time, with locations approved by the Commonwealth. From that date the Club sub-leased the aerodrome from the Council. The process for assigning the hangar sites by the Club under the terms of the sub-lease was ratified by the Council, this decision being notified by letter from the Council to the Club dated 30<sup>th</sup> March, 1990. The Club now leases the whole of the aerodrome and sub-leases hangar sites to individual members.

- 3.2 From 1994 the title for the aerodrome was transferred to the Council. The Club leased portions of the aerodrome, and was appointed the Manager of the whole aerodrome effective 31<sup>st</sup> July 1994.
- 3.3 By agreement between the Council and the Club, both organisations had been advised on aerodrome management matters by the Aerodrome Advisory Committee, on which both organisations were represented.
- 3.4 The Aerodrome Advisory Committee was dissolved effective 1<sup>st</sup> January 2002. The Club as the Manager of the aerodrome now deals directly with the Council on all matters related to the aerodrome.
- 3.5 Applications for sites have continued to be received and dealt with by the Club and Council. New issues have arisen with larger numbers of people wishing to build on the airfield, sale of hangars and other matters.
- 3.6 Accordingly, this policy sets out the basis for allocation of sites so that development proceeds in an orderly and efficient way, with continuity, as Club, and Council officers change.

#### **4. Scope**

This policy covers the allocation and leasing of sites for building of structures on the Gawler Aerodrome. These structures include, but are not limited to, hangars for gliders or powered aircraft.

#### **5. Principles**

- 5.1 The Club as the Manager of the aerodrome allocates sites to persons wishing to erect structures for purposes which must be specified in the application.
- 5.2 Approval to construct structures with a plan area of less than 144 square metres will not be given.
- 5.3 Site allocation is contingent on the applicant being a Flying Member of the ASC.
- 5.4 Applications for the allocation of a hangar site submitted to the Committee must be accompanied by a bond of \$200. Should the Application be rejected, the bond will be re-paid in full.

- 5.5 If the Committee agrees to allocate a site, it will give approval subject to the payment of an establishment fee of \$2,000, which is recognition of the fact that having a site approved, the lessee is acquiring the use of extensive associated infrastructure such as roads, utility services etc. If the Applicant meets the conditions of 6.14 the \$200 bond will be refunded.
- 5.6 Building approval is not implied by allocation of a site, and must be separately obtained from the LRC. Applicants must comply with any conditions required by the approvals of the Club, and the Council.
- 5.7 If full approval is given for the allocation of a site, the applicant must seek and receive approval of the intended structure design from the ASC and subsequently Planning approval from the Light Regional Council
- 5.8 Allocation of a site is not transferable without the agreement of the Club.
- 5.9 A Sub Lease between the ASC and the lessee will formalise the arrangement to allocate a site.
- 5.10 The sub - lease will define annual charges.
- 5.11 An existing sub-lease is not directly transferable by the lessee, but may be transferred via negotiation with the ASC.
- 5.12 The Club will allocate sites via a “Master Plan” taking into account factors including (but not necessarily limited to) orderly and efficient layout of the aerodrome, the purposes for which it is proposed to use the site, compatibility with other users of the aerodrome, harmonious building aesthetics and construction materials and relations with neighbours.
- 5.13 Subject to other principles set out herein, site allocations will be such as to maximise crop area and therefore income to the ASC from agricultural activities.
- 5.14 Post approval of structural design and specifications by both the ASC and the LRC, if construction has not commenced within 6 months from the date of full approval by the ASC and the LRC the site lease approval will be rescinded and the bond of \$200 will be forfeited. However, the residual-\$2,000 of the Establishment fee will be refunded.
- 5.15 Lessees and Approved Users must maintain full Flying Membership of the Club during the period of their Sub-lease
- 5.16 All structures shall optimise use of available land and should provide ready access between adjacent buildings to facilitate good “house keeping” practices. A separation of 4 metres between principal building walls would be considered ideal.

## 6 Implementation

- 6.1 A person wishing to lease a site shall apply in writing to the Secretary of the Club on the "Application" form shown as **Attachment 8.1** to this policy, ensuring that all information requested is given and setting out the purpose for which the structure is to be used, and its preferred location.
- 6.2 Persons wishing to lease a hangar site are advised to read the "ASC Policy on the use of the Gawler Airfield – Version 4" before submitting an Application for a hangar site.
- 6.3 The Application must be accompanied by a \$200 bond. The Secretary shall acknowledge the application, and refer it to the ASC Committee for consideration. The Committee may, if it wishes, delegate the whole or part of this function to an officer of the club or a subcommittee.
- 6.4 An Applicant must be a member of the ASC prior to submitting the application.
- 6.5 The Committee shall have the power to approve or reject an application or ask the applicant to enter into negotiations regarding size, proposed usage, operations or any other matter. Final approval is contingent on the applicant agreeing to the conditions set by the Club. The Committee will advise the applicant in writing of its decision and any consequential procedures to be followed.
- 6.6 Assigning of a site, and approval to erect a structure on it by the ASC Committee does not imply approval of the design of the structure itself. This must be negotiated separately with the ASC and LRC planning authorities.
- 6.7 Upon approval for a site, the Applicant will accept the approved site and associated conditions via a formal Acceptance document shown as Attachment 8.2 to this policy and pay the Establishment fee.
- 6.8 Applicants upon meeting the conditions of 6.1 to 6.4 are required to submit a copy of the structure's design and specifications, firstly to the ASC and then subsequently to the LRC for formal Planning approval. Note: Hangar designs, sizes, clearances and materials are to be negotiated with the ASC such that materials and the aesthetics of such hangars are consistent with other structures on the airfield.
- 6.9 Responsibility for final building approval rests with the applicant who shall apply for this to the LRC.
- 6.10 A copy of the Planning approval from the LRC must be forwarded to the ASC.

- 6.11 Acceptance of relevant approvals from the ASC and the LRC by the lessee, will generate a formal sub-lease between the lessee and the ASC. Lease fees will be as defined in the sub- lease agreement.
- 6.12 The conditions and fees associated with the sub-lease are to be paid by the lessee within a 30 day period of receiving the sub-lease
- 6.13 Irrespective of ASC Committee application approval, Council approval or Airfield sub-lease finalisation, no site construction works may proceed until approved site pegs have been installed via joint negotiation between the Applicant /s and the ASC.
- 6.14 Approved construction should be completed within 6 months from the date of formal approval, in which case the Bond will be repaid in full.
- 6.15 Should construction not be completed within 6 months from the date of formal approval and renegotiation not occur with the ASC, the \$200 bond will be forfeited. The Establishment fee (\$2,000) will however be refunded. The site approval and the sub-lease will also be rescinded.
- 6.16 It should be noted that where hangar tenants agree to allow other aircraft to be housed in their hangar, either long or short term, such arrangements must be approved by the ASC Committee. Further, owners of all aircraft stored in hangars must become Flying members of the ASC.
- 6.14 In the event that a lessee wishes to relinquish an approved site, formal advice of intent is to be given to the ASC via the Document Attachment 3. If there is a hangar located on the site being relinquished, the lessee may sell the hangar to a prospective buyer via private negotiations. However, the site lease will not automatically be transferred but will need to be applied for by a prospective buyer via the same procedures undertaken by the original owner.

## **7. References**

See also:

- 7.1 ASC policy on use of airfield in Club document ASC 001. (Version 4)
- 7.2 Management agreement for the airfield and accompanying drawings.

## **8. Attachments**

- 8.1 Hangar site Application document.
- 8.2 Acceptance of a site document
- 8.3 Allocation of hangar sites – checklist document

- 8.4 Copy of Sub- Lease document
- 8.5 Map of Gawler Airfield hangar sites, including that approved for use by the applicant
- 8.6 Map of the Gawler Airfield precinct, showing overall layout, including access roads, site services and infrastructure.
- 8.7 Construction Completion document
- 8.8 Additional aircraft storage document
- 8.9 Relinquishment of site document
- 8.10 Change of ownership document

## **9. Approval Record**

- The initial policy was approved at an ASC Committee meeting in July 1990.
- Version 1.2 (without substantive change in content) was approved at an ASC Committee meeting in July 1992.
- Version 2 (substantial update) approved by the ASC Committee meeting of 28<sup>th</sup> October 2003 and the Light Regional Council meeting on 16<sup>th</sup> September 2003.
- Version 3 was approved at the ASC Committee meeting of 28<sup>th</sup> February 2006
- Version 4 was approved at the ASC Committee meeting of 24<sup>th</sup> February 2015