

Application to occupy Council property

Complete this application form for Council to consider offering a new tenure arrangement to occupy Council property.

This form is not an agreement from Council to enter into a tenure arrangement to occupy Council property with the applicant.

Contact details

1. Lodger details

Lodger details are only required when a solicitor, consultant, etc, lodges the application on behalf of the applicant.

lodger's name

postal address

phone number

email

2. Applicant details

If the applicant is a corporation, please include the Australian Company number, Australian Registered Body number or the Australian Business number.

applicant's name

organisation name

if a corporation, please provide

ACN

ARBN

ABN

postal address

phone number

email

for sporting clubs, you must be registered with Council's Go Cubs program

yes

no

to register visit www.goclubs.com.au

if applicable, name of president

if applicable, name of secretary

send future correspondence to:

lodger

applicant

Application details

3. Property details

If you have a site in mind, please provide details below.

If you are seeking a site, please indicate the location you are interested in.

street address

suburb

4. Provide details below of the **proposed** use

include field / court requirements, facility / building requirements, days and times of use

If you have proposed a site, is the site currently being used? yes no

If yes, will your proposed use conflict with the existing use? yes no

5. Development proposal

insert n/a if none proposed

if applicable, detail the development plans for the proposed area, include description of proposed development / reasons to rationalise development / estimated timeframe for development / estimated cost / outline the source of funding / outline resources required for development

6. Licences and insurances

do you or your organisation hold or intend to hold:

restricted liquor permit	yes	no	full liquor licence	yes	no
gaming licence	yes	no	plate glass insurance	yes	no
\$20 million public liability insurance (this is a mandatory requirement)				yes	no

7. If an organisation is the applicant, please provide a brief history of the organisation

include the year of formation

8. If an organisation, please provide membership details:

	Adults	Children	Total
Male			
Female			
Total			

Declaration

I certify that the information I have provided is true and correct:

print name

date

signature of applicant or lodger

if signed by lodger – I declare that I have the landowner’s consent to make this application.

Attachments

map / drawing indicating proposed area of use, with dimensions

copy of certificate of currency for \$20 million public liability insurance cover

proposed building and facility plans (if applicable)

evidence of project funding (if applicable)

If the applicant is an organisation, please also provide the following documentation:

certified copy of certificate of incorporation

copy of organisation’s constitution

copy of most recent audited financial statements

copy of minutes from last annual general meeting confirming appointment of office bearers

copy of most recent treasurer’s report

copy of current liquor/gaming licences (if applicable)

Incomplete forms or forms without all necessary information and documentation will result in your application not being properly made.

Information privacy statement:

Your personal information has been collected for the purpose of assessing your application for approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.