

Application to renew tenure

This application will commence the formal process required to request Council consider offering a renewal of tenure.

This form does not constitute an agreement from Council to enter into a further tenure arrangement.

Council requires the provision of additional information to assess this application, please refer to the Attachment section of this form for requirements.

Contact details

1. Applicant details

name

postal address

phone number

email

Application details

2. Property details

provide details of the area currently being used

street address

suburb

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

only provide details if different from current use

4. Shared use

a) Is the area currently being used shared with other users? yes (provide details below) no

b) Could the area currently being used be shared with other users? yes no (provide details below)

5. Provide details of improvements made to the premises during the current term of occupancy (attach photos, receipts or other evidence where possible)

6. Development proposal

detail future development plans if a further term is secured, insert n/a if none proposed
if applicable, detail the development plans for the 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

7. Licences and insurances

do you or your organisation hold or intend to hold:

restricted liquor permit yes no 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

Is there an existing kitchen within the premises? yes no

If yes, what is the kitchen used for _____
Council will advise if a food business licence is required

8. If an organisation, please provide membership details:

	Adults	Children	Total
Male			
Female			
Total			

9. Are major events or annual activities held at the premises? yes (provide details below) no

Declaration

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

print name

position held

signature

date

Attachments – attach if applicable

- certified copy of Certificate of Incorporation (if not previously provided)
- copy of certificate of currency for \$20 million public liability insurance cover (mandatory)
- 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
- evidence of improvements
- proposed development plans
- evidence of project funding

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.