

**APPLICATION FORM
REQUEST FOR LEASE OF LAND / BUILDING**

NOTE: Due to limited land/facilities available for community groups to lease, Council may determine that shared use of land/facilities via separate leases over parts of land/facilities will be offered.

1. NAME OF PROPOSED GROUP/ORGANISATION (MUST BE A NOT-FOR-PROFIT OR CHARITY ORGANISATION)

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INCORPORATED: YES NO **REGISTERED FOR GST:** YES NO

ABN:

2. DOES THE GROUP/ORGANISATION HOLD \$20 MILLION PUBLIC LIABILITY INSURANCE? YES NO

3. COMMUNITY GROUPS ARE RESPONSIBLE FOR MEETING ALL COSTS ASSOCIATED WITH THE PREPARATION OF A LEASE, INCLUDING BUT NOT LIMITED TO LEGAL COSTS (including Council's legal costs if applicable), SURVEY FEES (if applicable) and LEASE REGISTRATION FEES.

DOES THE GROUP/ORGANISATION AGREE TO MEET THESE COSTS? YES NO

4. CURRENT CONTACT DETAILS FOR THE GROUP/ORGANISATION:

POSTAL ADDRESS:

GROUP/ORGANISATION(S') EMAIL:

CONTACT PERSON: POSITION:

LANDLINE: MOBILE:

5. CURRENT MEMBERSHIP DETAILS: Seniors..... Juniors.....

6. WHAT ARE THE OBJECTIVES OF THE GROUP/ORGANISATION AND ITS MAIN ACTIVITIES?

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7. HOW OFTEN WOULD THE GROUP/ORGANISATION ACTIVELY USE THE FACILITY (E.G., COMMITTEE MEETINGS MONTHLY, THREE DAYS PER WEEK BY THE GROUP/ORGANISATION, OR OTHERS ETC)?

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8. WHAT EQUIPMENT AND MATERIALS/ITEMS WOULD THE GROUP/ORGANISATION PERMANENTLY STORE WITHIN THE PROPOSED LEASE AREA?

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9. HOW IS THE GROUP/ORGANISATION FUNDED? (Please provide all details including any recurrent funding provided by State or Federal Government, or other parties)

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10. HOW ARE FUNDS RAISED BY THE GROUP/ORGANISATION USED TO BENEFIT THE COMMUNITY?

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11. DOES THE GROUP/ORGANISATION CURRENTLY OCCUPY OTHER LAND /BUILDING(S)? YES NO
If YES, please provide details e.g. is it owned or leased by the Group/Organisation; if leased, state the expiry date and reason it is no longer suitable.

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12. LOCATION AND REQUIREMENTS

Does the Group/Organisation have a specific property it wishes to Lease? YES NO

If YES, please provide full details of property including address, any specific requirements, and full details on due diligence undertaken to confirm the property is suitable.

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If NO, please provide full requirements e.g. land only, building only, land and building, services required (power, water, sewer), and preferred location.

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13. ESTABLISHMENT ON SITE

Please provide a copy of the Group/Organisation(s) audited financial statements for the last financial year and details of how the establishment on site will be funded, including legal, survey and registration fees for the lease documentation, and, where applicable, relocation costs, costs for obtaining Development Approval or any other approvals, building and fit out works, plant and equipment etc

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14. IF SUCCESSFUL WITH A LEASE FROM COUNCIL, OUTLINE THE PROPOSED TIMEFRAME FOR THE GROUP/ORGANISATION(S) ESTABLISHMENT ON THE LAND INCLUDING OBTAINING RELEVANT APPROVALS, CONSTRUCTION TIMEFRAMES ETC

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EXECUTION:

I/We hereby certify that I/we am/are the authorised representative/s of the Group/Organisation/s identified in this Application Form and that I/We have authority to sign and submit this application for a lease on behalf of the Group/Organisation/s.

1/We also understand that this application will lapse in 2 years from the date on this Form, and that I/we will need to notify Council if I/we wish for my/our application to remain current after this application has lapsed.

NAME:	SIGNATURE:
ORGANISATION:	POSITION:

NAME:	SIGNATURE:
ORGANISATION:	POSITION:

Affix Group/Organisation(s) seal/s here if applicable:

Please forward the completed Application Form and required documents to enquiry@frasercoast.qld.gov.au or by post to P O Box 1943, Hervey Bay, QLD 4655.