

# Application for Tenure on Council-Owned Or Controlled Land and Buildings

*Local Government Act 2009, Local Government Regulation 2012,  
Land Act 1994, Land Regulation 2020, Land Title Act 1994*

You MUST complete ALL questions unless the form indicates otherwise.  
Incomplete forms or forms without all necessary information and documentation  
will result in your application not being a properly made application.

For all applications, you must:

- Read **Council's Tenure Policy** at <https://douglas.qld.gov.au/council-information/policies/>;
- Be eligible under the Tenure Policy;
- Complete this form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- Submit the fee, if applicable.

## SECTION 1 – APPLICANT DETAILS

Applicant Name (Individual/Organisation):

Director's/President's Name (if applicable):

Telephone:

Mobile:

Email:

Secretary's Name (if applicable):

Telephone:

Mobile:

Email:

ABN/ACN:

Business/Trading Name:

Street Address:

Postal Address:

Contact Name for the Application:

Telephone:

Mobile:

Email:

## OFFICE USE

Receipt Code:	T	Fee Paid:	\$	Date:		Receipt No:	
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## SECTION 2 – ORGANISATION OVERVIEW AND REQUIREMENTS

Not-for-Profit Incorporation Number:

Year Formed:

Aims and objectives:

Current membership numbers:

☐ New Application (First time tenure request)

☐ Renewal (Existing tenure - request further term)

Proposed use(s) for tenured area:

☐ Meetings

☐ Activities with mobile equipment – stored

☐ Activities with fixed equipment - not stored

☐ Clubroom

☐ Storage Space

☐ Fields or courts

☐ Other (Specify):

Will shared usage of the site/facility be encouraged by your organisation:

☐ Yes (Attach proposal)

☐ No (Attach reasons why site/facility cannot be shared)

If you have identified specific potential sites that meet your requirements, please detail below:

First Preference:

Site/Facility Name:

Street Address:

Property Description: Lot Number:

Plan Number:

Please outline planned improvements or developments at site (if applicable):

Second Preference:

Site/Facility Name:

Street Address:

Property Description: Lot Number:

Plan Number:

Please outline planned improvements or developments at site (if applicable):

If you have not identified a preferred site, list potential areas most suitable for use:

Proposed Site/Facility Usage Frequency:

(Attach schedule of proposed usage)

Proposed Tenure Term (Years):

### SECTION 3 – SUPPORTING DOCUMENTATION (ATTACH)

☐ Certificate of Incorporation

☐ Public Liability Certificate of Currency

☐ Proposal including information on:

- Willingness/ability to share facility with others, or reasons why not,
- Evidence of experience and sustainability in delivering the intended services to the community

☐ Most recent Annual Financial Report submitted with the Annual Return to Office of Fair Trading or relevant governing body (as evidence of ability to meet the obligations associated with the type tenure sought)

☐ Letter from Committee confirming, if successful, will reimburse Council for upfront costs to establish the lease (including survey sketch plans and Titles Office registration costs, estimated to be between \$1000 to \$2000)

☐ Proposed Facility/Field/Courts Usage Schedule

☐ Any other relevant support documents

### DECLARATION

I \_\_\_\_\_ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

#### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.