

# Community Organisation Tenure Application Form



Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. Some of this information may be given to other sections of Council for the purpose of assessing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when a Community Organisation wishes to apply for tenure over Council controlled land and/or a facility.

<b>Applicant Details</b>				
Name of Organisation:				
ABN: <i>(if applicable)</i>				
Postal Address:				
Contact Person:			Position:	
Contact Number:				
Contact Email:				
Organisation Email:				
<b>Tenure Information</b>				
Location/s of tenure: <i>(please provide address and/or name of site)</i>				
Provide details on any licences your organisation currently holds: <i>(for example liquor licence, gaming machine licence – copies of licences must be provided with this form)</i>				
<b>Organisation Details</b>				
Number of Members:				
Number of paid positions:				
Number of Players:		Males	Females	Total
	Juniors			
	Seniors			
	Total			

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## Committee Members

### Officer Bearer 1

Name:

Position:

Contact Number (*business hours*):

Contact Number (*after hours*):

Email:

### Officer Bearer 2

Name:

Position:

Contact Number (*business hours*):

Contact Number (*after hours*):

Email:

### Office Bearer 3

Name:

Position:

Contact Number (*business hours*):

Contact Number (*after hours*):

Email:

## Activities

Please provide details of the primary activity to be held at the site:

Please provide details of the secondary activity to be held at the site: (*if applicable*)

Proposed usage days and time:	Monday	to
	Tuesday	to
	Wednesday	to
	Thursday	to
	Friday	to
	Saturday	to
	Sunday	to

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## Waste

Do you require a Council waste collection service? (please circle)

Yes

No

Number of general waste bins required \_\_\_\_\_

Number of recycling bins required \_\_\_\_\_

Please note, the tenant is responsible for the cost of waste collection services as per *Council's Fees and Charges*.

## Proposed Developments/Improvement

Please provide details of any improvements and/or developments your organisation intends to perform during the term of the proposed tenure. Please note further approval must be given by Council before these can be undertaken.

## Supporting Documentation

Please provide copies of the following documentation when submitting this form.

- Certificate of Incorporation
- Public Liability Insurance Certificate of Currency (minimum \$20million coverage)
- Current liquor/gaming/other licences

Please submit completed form to [enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au) or any Council customer service centre.