

# Community Organisation Tenure Renewal 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 renew existing tenure over Council controlled land and/or a facility.

## Applicant Details

Name of Organisation:

ABN (if applicable):

Postal Address:

Contact Person:	Position:
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Contact Number:

Organisation Email:

## Tenure Information

Location of tenure: (address)

Inclusions: Describe what is on the site - which building/s and/or fixtures (eg. water tank/outdoor stage/pergola/goal posts/ fencing etc) are included? What type of playing surface is there, if any? Please specify which buildings/fixtures were built/installed by your organisation. You can include a picture, map or sketch if you prefer.

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Is the organisation requesting exclusive use of the site?  yes  no

If no, please provide required days and times of use below;

What length of tenure is the organisation requesting? (*years*)

## Organisation Details

Number of members:

Number of active volunteers:

Number of paid positions:

## Committee Members

### Office Bearer 1

Name:

Position:

Contact number (*business hours*):

Contact number (*after hours*):

Email:

### Office 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 the organisation will deliver at the site:

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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 [cdsr@livingstone.qld.gov.au](mailto:cdsr@livingstone.qld.gov.au) or any Council customer service centre.