

# Community Organisation Details Update 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 provide Council the current details of the organisation.

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

# Community Organisation Details Update Form



Livingstone  
SHIRE COUNCIL

## 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 organisation's primary activity:

Please provide details of the organisation's secondary activity (*if applicable*):

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

# Community Organisation Details Update Form



## 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.