



# Request for tenure of council land



**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Community Leasing**  
Ph: 07 3205 0555

**Internet**  
www.moretonbay.qld.gov.au  
mbrc@moretonbay.qld.gov.au

**ABN: 92 967 232 136**

## Applicant details:

Organisation name (as per incorporation certificate):

*Note: A lease/licence cannot be granted unless the club is incorporated and has a common seal)*

Contact person 1: Name:  Position:  Phone number:

Contact person 2: Name:  Position:  Phone number:

ABN:

Postal address:

Organisation contact number:  Fax:

Email address:

Does the organisation have Public Liability insurance?  Yes (Note: \$20 million minimum is mandatory for all leases/licences)

Where is the organisation currently based?

Why do you want to move from your current facility?

How many members does your organisation have? Male:  Female:  Age range:

Does your organisation hold any licences e.g. liquor licence, gaming machine licence?

Yes – please provide hours of operation, any restrictions and attach recent copies of licences

No

Intend to apply during the term of any proposed lease for:  Liquor licence  Gaming machine licence

## Type of land tenure:

Lease (exclusive use of facility)  Licence (non-exclusive use)

## Site details:

Site address (if known):

Park / facility name:

## Facilities required:

Building - approximate size and type required:

Building requirements:  Kitchen  Toilets  Change rooms  Meeting rooms  Other:

Courts/fields Type of courts/fields:

Do you require sports field lights?  Yes  No If yes, for the purpose of:  Competition  Training

## Dates and times facility required:

Day	Time required			Number of courts/fields (if applicable)	Type of courts/fields (if applicable)
	From	To	AM/PM		
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Provide details of the activities your organisation intends to hold on-site (please outline anticipated number of staff, visitors and required car parks)

**Key selection criteria:**

Demonstrate the need for your organisation's activities in the local area (attach organisation's current business plan):

Demonstrate how your organisation will function as an integral member of the local community and what benefits will you provide to the community:

Provide details of expected multi-use of the facility (including days and hours of operation) and provide letters of support / intent from other users:

**Documents that must be provided with this application:**

- Certified copy of Certificate of Incorporation
- Copy of organisations Constitution
- Copy of most recent financial statements
- Copy of Certificate of Currency for \$20,000,000 Public Liability Insurance
- Copy of organisation's business plan
- Copy of current liquor/gaming licences (if applicable)

**Applicant signature:**

Name:

Position (Office Bearer) in organisation:

Signature:  Date:

**Privacy statement**

*Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your expression of interest for use of council land. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*