

Transfer an existing pontoon lease application

Postal Address

PO Box 159
Caboolture QLD 4510

Property Services

Ph: 07 3205 0555

Internet

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

Fees listed are applicable 1 July 2021 – 30 June 2022

ABN: 92 967 232 136

Applicant / transferor details:

Full name:

Body corporate (if applicable): Contact person:

Residential address:

Postal address:

Home number: Mobile: Work:

Email address:

Transferee details:

Full name:

Body corporate (if applicable): Contact Person:

Residential address:

Postal address:

Home number: Mobile: Work:

Email address:

Existing lease details:

Existing registered lease number:

Location address:

Lease lot on plan description Lease on Lot on [SP/RP]

Anticipated assignment date:

Anticipated assignment date of existing lease:

Customer summary:

- Please allow a minimum of 30 days processing time for this application. Please note that Council will not be bound by any time periods contained in a contract to which Council is not a party.
- Applicants will be required to pay Council's invoice for Titles Office registration fees and Council's application fees upon issue before Council will progress the application.
- Applicants will be required to submit a copy of public liability insurance in the amount of \$20,000,000 and any other insurances required under the Existing Lease on approval of application.

Signature: Date:

Payment options:

On receipt of your application an invoice will be generated and sent to you where the following payment options will be available:



Pay by web

Visit Council's website:
www.moretonbay.qld.gov.au



BPAY

Contact your participating financial institution to make payment from your account.



In person

Payment can be made in person at Caboolture, Redcliffe and Strathpine offices.



Mail

Moreton Bay Regional Council
PO Box 159
Caboolture QLD 4510



Pay by phone

Call (07) 3480 6348

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of processing your application to transfer an existing pontoon lease. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of Council.

Important information

Background

Moreton Bay Regional Council manages the State-land reserves in the Bribie Gardens Estate, Bribie Island (Canal Estate). Part of this land management of the Canal Estate includes leasing part of the land to adjoining landowners for the use of constructing, placing or erecting facilities for berthing and/or mooring marine vessels (Permitted Use).

Application form

Any persons that are seeking permission to transfer an existing lease within the Canal Estate for the Permitted Use may first enquire with Council's Property Services Team (Property Services) to confirm that there is an existing lease located on Council-managed land within the Canal Estate. If so, the prospective applicant may then proceed to lodge an application form with Council.

Once completed, the application form is to be returned to Property Services by post or email at mbrc@moretonbay.qld.gov.au, for consideration and assessment.

Application process

Application assessment takes approximately 30 days' and includes seeking formal Council approval to the same. Council will provide advice in writing on the outcome of the assessment. Applicants who are offered a transfer of the Existing Lease for the Permitted Use must provide all required documentation to Property Services by the specified date.

Customer considerations

Upon receipt of an Application to Transfer an Existing Lease, the following will be required:

1. all required documentation to be signed and returned to Council;
2. a Certificate of Currency for public liability insurance to the value of twenty million dollars (\$20,000,000.00) listing the leased premises within Council's Canal Estate noted on the policy; and
3. payment of Council's invoice for Titles Office Registration Fees and Council's Application Fees.