

# Licensee obligations checklist

A Licence Agreement (**Licence**) with Moreton Bay Regional Council (**Council**) over Council's Land requires you, as the Licensee, to comply with various obligations. The checklist below is designed to assist you and your advisors to comply with the Licence.

#	Item	Requirement	✓/✗
<b>Biosecurity Requirements</b>			
1.	<b>Have you provided Council with your Property Identification Code (PIC)?</b>	Under Special Condition 1.6(c)(i) of the Licence, you are required to apply for, and provide to Council, full details of your PIC. Please provide Council with details of same.	
2.	<b>Have you provided Council with your Registrable Biosecurity Entity (RBE)?</b>	Under Special Condition 1.6(c)(i) of the Licence, you are also required to apply for and provide to Council full details of your RBE. Please provide Council with details of same.	
<b>Payment Requirements</b>			
3.	<b>Have you paid Council's invoice for the licence fee and Council's fees?</b>	Under clause 3.1 of the Licence, you must pay the licence fee to Council on or before the Commencement Date without set-off or deduction.	
<b>Insurance Requirements</b>			
4.	<b>Have you purchased the required types of insurance for the required limits of cover?</b>	<p><b>Clause 8(a)</b> of the Licence requires you to effect and keep current the insurance policies listed in Item 11 of the Reference Schedule, being:</p> <ul style="list-style-type: none"> <li>A. <b>Public Liability Insurance</b> for at least \$20,000,000 per occurrence; and</li> <li>B. <b>Property damage/replacement insurance</b> for all property of yours on the Licence Area;</li> <li>C. if applicable, <b>Workers Compensation Insurance</b> as required by law; and</li> <li>D. any other insurances required by law (if any).</li> </ul> <p>Please provide Council with copies of your Certificate of Currencies for the required policies, as required by clause 8(b) of the Licence.</p>	
5.	<b>Does the Certificate of Currency indicate the period of cover?</b>	The commencement date shown on your Certificate of Currency must be on or before the commencement date shown in <b>Item 6</b> of the Reference Schedule.	
6.	<b>Does the Certificate of Currency describe the Land correctly?</b>	The Certificate of Currency must describe the Premises to reflect <b>Item 4</b> of the Reference Schedule.	
7.	<b>Does the Certificate of Currency name you as the insured party?</b>	The name of the insured persons on the Certificate of Currency must exactly reflect the name(s) shown in <b>Item 2</b> of the Reference Schedule.	
If you did not ✓ all of the above, please contact the relevant Department for biosecurity matters and/or your insurer for insurance matters and request the relevant information or amendment.			