

# Lease/Licence Waiting List Application Form

**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of updating the community facility waiting list and vending applications. Some of this information may be given to relevant Council Officers for the purpose of processing your application. Council deals with personal information in accordance with law, including *Information Privacy Act 2009*.

This form is to be completed by an applicant who is expressing an interest in obtaining a lease or licence from Council. Completion of this form does not guarantee the applicant a lease or licence when/if one becomes available.



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## Applicant Details

Applicant/organisation name:

Contact name:

Position:

Postal address:

Contact number:

Email:

## Organisation's Current Location

Street number and name:

Suburb:

State:

Postcode:

Organisation's primary activities:

Is the organisation incorporated?  Yes  No

## Public Liability Insurance (Please note a copy of your public liability insurance and indemnity statement is required for all Council tenants)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

## Agreement Information

What type of agreement are you seeking?

- Mobile food vendor seeking a permit to operate in Council parks  
 Sport, recreation or community organisation

## Mobile Food Vendor (please complete this section if a mobile food vendor)

What parks do you propose to trade at?

What goods or services are you proposing to sell?

What requirements do you have? (eg. size, set up etc.)

Provide details of your method of waste disposal:

**Sport, Recreation or Community Organisation** (please complete this section if a sport, recreation or community organisation)

Current membership:		Males	Females	Total
	Juniors			
	Seniors			
	Total			

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

Why does the organisation want to relocate?

Preferred new location: (e.g. suburb or locality)

How will relocating benefit the organisation?

How will relocating benefit the community?

Please identify the facilities your organisation requires:

- |   |       |         |
|---|-------|---------|
| <input type="checkbox"/> Fields         | Type: | Number: |
| <input type="checkbox"/> Court surfaces | Type: | Number: |
| <input type="checkbox"/> Building       | Size: |         |
| <input type="checkbox"/> Kitchen        |       |         |

<input type="checkbox"/> Change rooms	
<input type="checkbox"/> Toilets	Number:
<input type="checkbox"/> Field lighting	Lux level:
<input type="checkbox"/> Other	Provide details:

Provide details on whether your organisation intends on building new infrastructure: *(eg. a new club house or fields)*

Provide details on whether your organisation will be applying for grants to fund the proposed works:

Provide details on whether your organisation has the capability of developing a green field site if no suitable facilities are available:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Mobile food vendors:

- Copy of Certification of Currency for Public Liability Insurance
- Applicable licences *(eg. food licence)*
- Proposed site plans and layout
- Weekly Schedule

Sport, recreation or community organisations:

- Certified copy of Certificate of Incorporation *(must be signed by a justice of the peace)*
- Copy of the organisation's Constitution
- Copy of most recent audited Financial Statements
- Copy of Certification of Currency for Public Liability Insurance
- Copy of Risk Management Plan
- Weekly Schedule/Draw