

# Lease/Licence Waiting List Application Form

**Privacy Notice:** Rockhampton Regional 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. 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 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.**

**P:** 07 4932 9000 | **E:** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | **W:** [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

## Applicant Details

Applicant/organisation name:

Contact name:

Position:

Postal address:

Contact number:

Email:

Organisation's current location:

Organisation's primary activities:

Is the organisation incorporated?

Yes

No

Does the organisation have public liability insurance?

Yes – please provide value: \$

No (please note public liability insurance is required for all Council tenants)

## 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 method of waste disposal:

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

		Males	Females	Total
Current membership:	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?

What facilities does your organisation require?

Fields Type: Number:

Court surfaces Type: Number:

Building Size:

Kitchen

Change rooms

Toilets Number:

Field lighting Lux level:

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