

# Lease/Licence Renewal Application Form



**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of renewing your lease. Some of this information may be given to relevant Council Officers for the purpose of processing your request. 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 when an organisation wishes to apply for a renewal of their lease or licence with Council.

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				
Lessee/licencee name:				
ABN: <i>(if applicable)</i>				
Postal address:				
Contact number:			Email:	
Tenure Information				
Location/s of tenure:				
Provide details on any licences your organisation currently holds: <i>(for example liquor licence, gaming machine licence – copies of licences must be provided at the time of lodgement)</i>				
Organisation Details				
Registered players:		Males	Females	Total
	Juniors			
	Seniors			
	Total			
Number of active volunteers/paid positions:				
Committee Members				
Office Bearer 1				
Name:			Position:	
Contact number <i>(business hours)</i> :			Contact number <i>(after hours)</i> :	
Email:				
Office Bearer 2				
Name:			Position:	
Contact number <i>(business hours)</i> :			Contact number <i>(after hours)</i> :	
Email:				
Office Bearer 3				
Name:			Position:	
Contact number <i>(business hours)</i> :			Contact number <i>(after hours)</i> :	
Email:				

## Activities

Provide details of primary activity to be held at site:

Provide details of secondary activity to be held at site *(if applicable)*:

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

## Proposed Developments/Improvements

Provide details of improvements your organisation intends to perform during the term of the proposed lease, including timeframes and an approximate value of these improvements during the proposed renewal term:

## Supporting Documentation

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

- Certified copy of Certificate of Incorporation *(must be signed by a Justice of the Peace or Commissioner for Declarations – please post or hand deliver a hard copy to a Council Customer Service Centre)*
- Copy of current liquor/gaming licences *(if applicable – please email to [PropertyInsurance@rrc.qld.gov.au](mailto:PropertyInsurance@rrc.qld.gov.au))*