

Request to Occupy Form - Sport and Recreation

1. On receiving this form, contact your local sport and recreation officer before completion of the form via phone or email
2. Complete the fields of the form that are relevant to your request to occupy council land
3. On completion, submit the form to sportandrec@chrc.qld.gov.au
4. Applicants will be notified on review and when internal council processes are completed

Applicant details:

Organisation name (as per incorporation certificate):

Note: A lease/licence cannot be granted unless the club is incorporated and has a common seal)

Postal address:

Organisation contact number: ABN:

Email address:

Contact person: Position: Phone number:

Does the organisation have Public Liability Insurance? Yes (*\$20 million minimum is mandatory for all leases/licences*) No

Does your organisation hold any licences, for example: liquor licence, gaming machine licence?

Liquor Licence Gaming Machine Licence No Licences

Please provide details of any licences including hours of operation and any restrictions:

Does your organisation intend to apply for a liquor licence and/or gaming machine licence during the term of any proposed lease?

No Yes

If yes, please provide details:

Type of land tenure:

Lease (exclusive use - building) Licence (non-exclusive use - building) Permit (area of land eg. sports field)

Site details:

Site address (if known):

Park / facility name:

Facilities required:

Building Approximate size and type required:

Building requirements: Kitchen Toilets Change rooms Meeting rooms Other:

Courts/fields Type of courts/fields:

Do you require sports field lights? Yes No If yes, for the purpose of: Competition Training

Dates and times facility required:

Day	Time required				Number of courts/fields (if applicable)	Type of courts/fields (if applicable)
	From	-	To	AM / PM		
Monday		-				
Tuesday		-				
Wednesday		-				
Thursday		-				
Friday		-				
Saturday		-				
Sunday		-				

Organisation's Activities:

<input type="checkbox"/> Are you a new start up organisation? YES / NO
- If Yes—have you identified a Space/Facility/Land suitable to your organisation requirements? - Please Identify where:
<input type="checkbox"/> IF EXISTING— Where is your organisation currently based?
<input type="checkbox"/> IF EXISTING— do you require to move from current facilities & why?

Provide details of the activities your organisation intends to hold on-site (please outline anticipated player/participant numbers, visitors & required car parks)

Demonstrate the need for your organisation's activities in the local area (attach organisation's current business plan)

Demonstrate how your organisation will function as an integral part of the local community and what benefits will you provide to the community:

Provide details of expected multi-use of the facility (including days and hours of operation) and provide letters of support / intent from other users if possible:

Partnering Request:

If an existing organisation or new start up organisation what does your organisation require or would request in partnership with CHRC/State/Federal Government funding to boost your organisation's activities? For example: Lighting, Field surface upgrade.

Safety Risks

If existing, what has your organisation identified as a safety risk with your current facility?

Documents that must be provided with this application:

- Certified copy of Certificate of Incorporation Copy of most recent financial statements
- Copy of Certificate of Currency for \$20 million Public Liability Copy of organisations business plan
- Copy of current liquor license (if applicable)

Name:

Position/Organisation

Signature:

 Date:
