

Application to Renew Lease of a Council Facility

This Application to Renew Lease of a Council Facility is developed to assist Sport, Recreation, and Community lessees'. In accordance with Councils standard lease agreement, lessees' must complete and return this application form prior to the lease expiry date.

Privacy Collection Notice

Logan City Council is collecting your name, organisation's address and telephone number in order to process your application to renew lease of a council facility. The information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Councils collection, use and disclosure of your personal information is regulated by the National and State Privacy Principles under the Privacy Act 1988 and Information Privacy 2009.

Please provide the following details:

Organisation Name:

Organisation's Postal Address:

Organisation's Street Address:

Organisation's Committee Details:

	Name	Contact number	Email
President			
V/President			
Secretary			
Treasurer			

Nominated Contact within your organisation:

Position	Contact number
Name	Email



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Is your organisation incorporated?

Yes Please provide your Incorporation number/ACN:

No Please note: All council lessees must be not-for-profit, incorporated associations

Does your organisation have current Public Liability Insurance?

Yes Please provide a copy of your current Public Liability Certificate. (Please note, Logan City Council must be noted as an interested party)

If yes, please provide your expiry date:

No All Council lessees must have current public liability insurance of \$20 million minimum.

Does your organisation have any of the following Licences?

(please check one or more answers that apply)

Liquor Permit or Licence (Please attach a copy of the Liquor Permit or Licence)

Gaming Licence (Please attach a copy of the Gaming Licence)

The organisation does not hold nor intend to hold a Liquor or Gaming Licence

Does your organisation have a common seal stamp?

Yes

No

Checklist

(To submit your application you MUST have attached the following information)

Certified copy of Certificate of Incorporation

Copy of Certificate of Currency (Public Liability) (Minimum cover \$20 million and Logan City Council noted as an interested party)

Gaming or Liquor Permit/Licence



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Thank you for completing the Application to Renew Lease of a Council Facility.

Please return your completed form by:

Email: Please send your completed Application to Renew Lease of a Council Facility to council@logan.qld.gov.au
or alternatively

Mail: **Attention: Senior Leasing Officer**
Sport, Leisure and Facilities Branch
Logan City Council
PO Box 3226
Logan City DC QLD 4114

If you require any further information and assistance in completing this application, please contact the leasing team on (07) 3412 3412.

