

## LESSEE INFORMATION STATEMENT

Office: .....

Date: ...../...../.....

Time: .....

Name: .....

**NOTE: The information provided within this Lessee Information Statement will be used by Council throughout the lease process including to inform:**

- Compliance with current lease
- Decision to renew
- Appropriate term of lease
- Appropriate lease conditions
- Variations to the Lease Area
- Land management plans
- General property management

**The Lessee is applying to:**

- Renew an existing lease     
  Exercise Option     
  Vary an existing lease  
 Terminate an existing lease

**Lessee Details:**

**Lessee Type:**

- Incorporated Association     
  Company     
  Unincorporated group  
 Other: \_\_\_\_\_

**Lessee Name:**

**ABN:**

**Phone:**

**Email Address:**

**Postal Address:**

**Lessee Office Holders (if applicable):**

President/Director:	Secretary:	Treasurer/Director:
(Name)	(Name)	(Name)
(Mobile)	(Mobile)	(Mobile)

**Next Annual General Meeting Due:**

**Who can Council contact about the Lease:**

Primary/Renewal Contact:	Maintenance Contact (if any):	Grants/Funding Contact (if any):
(Name)	(Name)	(Name)
(Mobile)	(Mobile)	(Mobile)

**For sporting and recreational organisations, what is the Lessee's current membership:**

**What is the Lessee's financial status with respect to the Lease:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Able to maintain Lease Area and Improvements | <input type="checkbox"/> Currently maintaining Lease Area and Improvements with some difficulty | <input type="checkbox"/> Cannot afford to maintain Lease Area and Improvements |
|---|---|--|

**Has the Lessee developed a business plan, strategic plan or budget for the management of the Lease?**

Yes

No

If Yes, please provide details:

**Property Details:**

**Lease Address:**

**Real Property Description:** (e.g. Lease A on SP342745 in Lot 1 on RP716984)

**Is the current Lease Area suitable for the Lessee's future needs?**

Yes

No, would like additional lease area\*

No, would like to reduce lease area\*

\*Please attach plan detailing proposed variation to Lease Area.

**Improvements within the Lease Area owned by the Lessee\*:**

Attach site plan identifying the improvements E.g. 6 x 4m Colorbond Shed, 1 x brick clubhouse, motocross track, irrigation system

**Improvements within the Lease Area owned by Council\*:**

Attach site plan identifying the improvements E.g. 1 x brick amenities block.

**Lease Conditions:**

**Is the Lessee's existing use of the Lease Area consistent with the Permitted Use described in the Lease?**

Yes

No

If No, please provide details:

**What is the Lessee's preferred lease term:**

5 years

10 Years

15 Years +

**Is the Lessee compliant with the terms of the existing Lease?**

Yes

No

If No, please provide details:

**Is the Lessee seeking a variation of the existing lease conditions?**

Yes

No

**If Yes, please provide details:**

**Aside from the Lessee, who are the regular users of the Lease Area:**

**Development of the Lease Area:**

**Please describe any proposed development within the Leased Area for the next two (2) years. Include any proposed building works, earthworks, lighting or other works to infrastructure. Attach additional sheets or site plans where necessary.**

**How does the Lessee anticipate the proposed development will be funded?**

Lessee's accumulated funds

A Council grant

A State/Federal gvmt grant.

Other: \_\_\_\_\_

**Additional Information:**

**Is there any additional information that the Lessee would like to provide?**

**Would the Lessee like to meet with Council Officers to discuss any aspect of this Lessee Information Statement?**

Yes

No

**Please attach the following documents:**

Certificate of Incorporation (for incorporated associations only)

Copy of Rules of Incorporation/Constitution/Articles of Association

Certificate of Currency for all insurances required under the conditions of the existing Lease

Copy of most recent financial statements

**Declaration by Lessee:**

**By signing this Lessee Information Statement I declare that:**

(a) I have the necessary authority to submit this statement on behalf of the Lessee;

- (b) All details provided within the Lessee Information Statement and in any attachments are to the best of my knowledge correct;
- (c) I understand that Council will rely on the information provided in this Lessee Information Statement to inform the decision to lease (or renew a lease) to the Lessee; and
- (d) I understand that this Lessee Information Statement does not constitute a lease or an agreement to lease and that there will be no binding agreement until such time as a Form 7 Lease has been signed by both parties.

**Name and Signature of Lessee's authorised representative:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Privacy Statement:** *Gladstone Regional Council is collecting your personal information to facilitate a lease or lease renewal. The information will only be used by authorised employees of Council for the purposes of the service or for the purpose of performing other Council functions and responsibilities. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.*