

# Lease/Licence Renewal Application

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au  
**t** 1300 864 444 • **w** ballina.nsw.gov.au

This form is to be completed when an organisation wishes to apply for a renewal of their lease or licence with Council.

## Applicant Details

Lessee/Licensee Name

ABN *if applicable*

Postal Address

Contact Phone Number

Email

Applicant Signature

Date

## Tenure Information

Location of tenure

Provide details on any licences your organisation currently holds *eg liquor licence, gaming machine licence*  
*copies of licences must be provided at time of lodgement*

## Committee Members

### Office Bearer 1

Name

Position

Phone Number *business hours*

Phone Number *after hours*

Email

## Committee Members (continued)

### Office Bearer 2

Name

Position

Phone Number *business hours*

Phone Number *after hours*

Email

### Office Bearer 3

Name

Position

Phone Number *business hours*

Phone Number *after hours*

Email

## Income and Expenses Summary

A copy of a full profit/loss statement will need to be provided to Council for annual reporting requirements.

Income received

\$

Grants received

\$

**Sub total**

\$

Expenses paid

\$

**Net profit/loss**

\$

## Activities

Provide details of primary activity to be held at the site *eg children's services, hall hire, community activities, welfare services etc*

Provide details of secondary activity to be held at the site *if applicable*

## Activities (continued)

Provide usage days and times

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

## 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.

item <i>include location in the property</i>	approximate cost <i>if known, attach quotes if avail</i>	suggested timeframe

## Property Maintenance

Provide details of any **minor maintenance or repairs undertaken** on the property such as fixing leaking toilets, repairing broken glass, painting, tree removal.

item <i>include location in the property</i>	cost <i>if known</i>	paid by <i>lessee/council/donation</i>

## Property Maintenance (continued)

Provide details of any **non-urgent maintenance** to be undertaken on the property in the future.

item <i>include location in the property</i>	approximate cost <i>if known, attach quotes if avail</i>	suggested timeframe

## Supporting Documentation

Please 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 hardcopy to the Council Customer Service Centre
- copy of current liquor/gaming licences** if applicable
- copy of Public Liability Insurance**
- full profit/loss statement** required every year for the term of the lease

## Privacy Protection Notice

The completed Lease/Licence Renewal Application Form contains personal information which is being collected for the purpose of renewing a Council lease or licence and to enable Council to perform any other duty or task under any relevant legislation. The information will be processed by the Planning and Environmental Health Division and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.