

Licence Application Form

(for Council owned Land)

Overview

The Licence Application Form is a vital document for anyone wanting to use Council-owned land within the Wentworth Shire. This form is used for both new licence applications and transferring existing licences. By filling out this form, you provide all the necessary details to help the Wentworth Shire Council process your request smoothly and efficiently.

The form guides you through each step, whether you are applying for a new licence or transferring an existing one. You will need to provide detailed information, such as diagrams of the proposed licensed area and your contact details. There are also sections for describing how you intend to use the land and for making necessary declarations.

It's important to follow the instructions carefully and attach all required documents, such as diagrams and title searches, to avoid delays in processing your application. You will also need to pay an application fee, which is outlined in the Council's current Fees & Charges Schedule.

By completing the form accurately and providing all the necessary information, you can ensure a smooth and efficient application process.



If you require assistance reading and understanding this document, please contact the Translating and Interpreting Service on 131 450 and ask them to call Wentworth Shire Council on 03 5027 5027.

IMPORTANT

If you require assistance reading and understanding this document, customer service staff of Wentworth Shire Council are happy to assist in the arrangement of a free interpretive service.

To arrange an interpreter, please contact Council on 03 5027 5027, or visit a Council Office.

Part A - Type of Application

What type of application are you applying for?

New Licence Application ☐ Go to Part **B**

Transfer of Licence Application ☐ Go to Part **C**

Part B - New Licence Application

Enter the details for your new licence below.

Proposed Licensed area

Lot Number

Section Number (if relevant)

Deposited Plan Number

Street Number

Street Name

Suburb/Locality

Postcode

(Note: please attach a copy of detailed diagram marking the proposed licensed area in **red** which the Licensee intends to occupy, including dimensions)

Licensee's Land

Lot Number

Section Number (if relevant)

Deposited Plan Number

Street Number

Street Name

Suburb/Locality

Postcode

Licensee Name

Postal Address

Contact Number

Email Address

Do you wish to receive all correspondences via email?

Yes

No

Part C - Transfer of Licence Application

Licence Number

(Note: please contact Council if you are unsure about the licence number)

Transferee's Name

Postal Address

Contact Number

Part D - Applicant Details (Note: this part is required to be completed only if the Applicant is different to the Licensee)

Name(s)

Company Name
(if applicable)

Postal Address

Contact Number

Email Address

Do you wish to receive all correspondences via email?

Yes ☐

No ☐

The Applicant hereby declares that it is authorised to submit this licence application form on behalf of the Licensee and all the information included in this application is true and correct to the best of its knowledge.

Signature

Date

Part E - Purpose of Licence

Please provide a description of the intended usage of the licensed area:

Part F - Checklist *Applies to new and transfer applicants*

- | | |
|---|---|
| <input type="checkbox"/> Completed Licence Application Form | <input type="checkbox"/> Copy of ASIC Search <i>(if the Licensee is a company)</i> |
| <input type="checkbox"/> Copy of Diagram Showing Proposed Licensed Area | |
| <input type="checkbox"/> Copy of Title Search for Licensee's Land | <input type="checkbox"/> Copy of Power of Attorney <i>(if applicable)</i> |

Part G - Acknowledgements

Licensee acknowledges that:

- the application fee pertaining to this licence application form as per Wentworth Shire Council ("Council")'s current Fees & Charges Schedule and Council is not required to process this application until and unless such application fee is paid;
- it must state the nature of the authority of its signatories if the signatories sign this licence application form as the legal representative or authorised officer and must attach a copy of the relevant documentary evidence such as ASIC search or power of attorney.

Signature Date

Signature Date

Signature Date

Signature Date

Part H - Fees and Charges

Would you like a copy of the receipt? Yes ☐ No ☐

Note: * The application fee for a Licence is as per Council's current Fees & Charges Schedule, note the Councils Fees & Charges change annually.

* Annual Licence fee (rent) is payable on the payment date as per Licence agreement.

Privacy and Personal Information Protection Notice

The personal information provided on this form is collected by Council for the purposes of processing this licence application by Council's employees and other authorised persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure as required by law.

OFFICE USE ONLY

| | | |
|--------------------------|---------------------|---------------|
| Licence No. | Assessment No. | GL: 1410-1159 |
| Application Fee \$ | Receipt No. | Date: |

Note: