



Scouts Australia NSW
 Level 1, Quad 3
 102 Bennelong Parkway
 Sydney Olympic Park NSW 2127
 P O Box 125
 Lidcombe NSW 1825
 Ph: 02 9735 9000
 E-mail: info@nsw.scouts.com.au

PROPERTY USAGE NOTIFICATION

Instructions

Please complete and return this form separately for each property (premises) controlled by your formation, where a new entry, or change in usage, availability, or hiring details are to be advised.

Groups should send the completed form to their **REGION OFFICE** for consent, not direct to NSW State Office.

If you hire your property, basic details will be provided in the “NSW Directory of Campsites, Activity Centres and Scout Halls for Hire”, and on the Scouts Australia NSW website at www.nsw.scouts.com.au

***NB ONE-OFF HIRINGS (eg birthday parties) SHOULD NOT BE RECORDED HERE.** The formation concerned should have a P2 Form “Hire of Scout Premises One-Off Use” completed and signed in its records for each one-off hiring.

Only one person from the formation responsible for the property, and/or the formation itself, can be listed as the Bookings Contact, and enquiries regarding the premises will be directed to that person/formation. If any of the relevant data below (including future licence terminations) changes during the year, please forward a new copy of this form so that the records and the website can be updated.

Current P2 and P3 forms for hire and use of Scout premises must be used - please discard obsolete forms.

BLOCK LETTERS PLEASE

Name of Premises	<input style="width: 95%;" type="text"/>	
Responsible Formation	<input style="width: 95%;" type="text"/>	Region <input style="width: 95%;" type="text"/>

Location of Premises

<table style="width: 100%;"> <tr> <td style="width: 15%;">Address</td> <td><input style="width: 85%;" type="text"/></td> </tr> <tr> <td>Town/Suburb</td> <td><input style="width: 85%;" type="text"/></td> </tr> <tr> <td>State</td> <td> <table style="width: 100%;"> <tr> <td style="width: 25%;"><input style="width: 95%;" type="text"/></td> <td style="width: 25%;">Post Code</td> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> </tr> </table> </td> </tr> </table>	Address	<input style="width: 85%;" type="text"/>	Town/Suburb	<input style="width: 85%;" type="text"/>	State	<table style="width: 100%;"> <tr> <td style="width: 25%;"><input style="width: 95%;" type="text"/></td> <td style="width: 25%;">Post Code</td> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> </tr> </table>	<input style="width: 95%;" type="text"/>	Post Code	<input style="width: 95%;" type="text"/>	<p style="text-align: center;">Street Directory Details</p> <table style="width: 100%;"> <tr> <td>Directory Name</td> <td colspan="3"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>City/Town</td> <td colspan="3"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Edition</td> <td style="width: 25%;"><input style="width: 95%;" type="text"/></td> <td style="width: 25%;">Year</td> <td style="width: 25%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Map/Page</td> <td style="width: 25%;"><input style="width: 95%;" type="text"/></td> <td>Coordinates</td> <td><input style="width: 95%;" type="text"/></td> </tr> </table>	Directory Name	<input style="width: 95%;" type="text"/>			City/Town	<input style="width: 95%;" type="text"/>			Edition	<input style="width: 95%;" type="text"/>	Year	<input style="width: 95%;" type="text"/>	Map/Page	<input style="width: 95%;" type="text"/>	Coordinates	<input style="width: 95%;" type="text"/>
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<p>Nearest Major Town/Suburb</p> <input style="width: 95%;" type="text"/>	<p>Visitor Directions (if necessary)</p> <input style="width: 95%; height: 40px;" type="text"/>																									
<p>Nearest Cross Street</p> <input style="width: 95%;" type="text"/>																										

Hall Availability

Scout Use Only Scout and Public Use Building Not Suitable Not For Hire Other Reason _____

Regular Non-Scouting Hirers (weekly/monthly including Girl Guides)	if insufficient space please provide attachment
Name of Hirer	Purpose (eg karate, playgroup etc)

Date of Last Hall Safety Inspection

NB: It is essential that hall safety officers’ inspections are up-to-date. Where hiring premises, safety inspections are required within six (6) months of the date shown on Form P3 “Hire of Scout Premises Regular Use”, otherwise on a 12-18 month basis.

STATE OFFICE USE ONLY

Application Received	Property Number	Processed By	Date
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PLEASE COMPLETE BOTH SIDES OF FORM

Synopsis: General description of property not covered by Features below

Features: Check the box next to the Feature that applies to this property

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<input type="checkbox"/> Abseiling	<input type="checkbox"/> Caving	<input type="checkbox"/> Indoor Accomm	<input type="checkbox"/> Signposted	<input type="checkbox"/>
<input type="checkbox"/> Air Activities	<input type="checkbox"/> Commando/Fitness	<input type="checkbox"/> Info Sheet Available	<input type="checkbox"/> Skiing	<input type="checkbox"/>
<input type="checkbox"/> Ambulance/Doctor Data	<input type="checkbox"/> Developed Site	<input type="checkbox"/> Kitchen Facilities	<input type="checkbox"/> Surfing	<input type="checkbox"/>
<input type="checkbox"/> Birdwatching/Wildlife	<input type="checkbox"/> Dining Shelter/Room	<input type="checkbox"/> Local Attractions	<input type="checkbox"/> Swimming	<input type="checkbox"/>
<input type="checkbox"/> Booking Officer	<input type="checkbox"/> Disabled Access	<input type="checkbox"/> Memorabilia	<input type="checkbox"/> Telephone	<input type="checkbox"/>
<input type="checkbox"/> Bushcamping Only	<input type="checkbox"/> Drinking Water	<input type="checkbox"/> Orienteering	<input type="checkbox"/> Tennis/Squash	<input type="checkbox"/>
<input type="checkbox"/> Bushwalking	<input type="checkbox"/> Fees Applicable	<input type="checkbox"/> Pack Holiday Facility	<input type="checkbox"/> Tent Poles Available	<input type="checkbox"/>
<input type="checkbox"/> Camp Chapel	<input type="checkbox"/> Fire Fighting Gear	<input type="checkbox"/> Road Access	<input type="checkbox"/> Toilets	<input type="checkbox"/>
<input type="checkbox"/> Camping Restrictions	<input type="checkbox"/> Fishing	<input type="checkbox"/> Rock Climbing	<input type="checkbox"/> Water Activities	<input type="checkbox"/>
<input type="checkbox"/> Can Pre-Order Food	<input type="checkbox"/> Flying	<input type="checkbox"/> Shopping Data	<input type="checkbox"/> Waterslide	<input type="checkbox"/>
<input type="checkbox"/> Catering Available	<input type="checkbox"/> Gliding	<input type="checkbox"/> Showers	<input type="checkbox"/> Weekend Warden	<input type="checkbox"/>

Bookings: Contact details for release - check the box next to those items which may be published or publicly released

↓											
Person	<input type="checkbox"/>	Name	Member No*								
	<input type="checkbox"/>	Home Address									
	<input type="checkbox"/>	Postal Address									
	<input type="checkbox"/>	Work Address									
	<input type="checkbox"/>	Email Address									
			Contact Times	From	To	Days of Week					
<input type="checkbox"/>	Home Phone	()									
<input type="checkbox"/>	Work Phone	()									
<input type="checkbox"/>	Home Fax	()									
<input type="checkbox"/>	Work Fax	()									
<input type="checkbox"/>	Mobile	()									
Formation	<input type="checkbox"/>	Name									
	<input type="checkbox"/>	Site Address									
	<input type="checkbox"/>	Postal Address									
	<input type="checkbox"/>	Email Address									
	<input type="checkbox"/>	Web Site									
			Contact Times	From	To	Days of Week					
<input type="checkbox"/>	Formation Phone	()									
<input type="checkbox"/>	Formation Fax	()									
<input type="checkbox"/>	Site Phone	()									
<input type="checkbox"/>	Site Fax	()									

* if known/applicable

SUBMITTED ON BEHALF OF THE FORMATION BY:

I have received a copy of, or am aware of, the Scouts NSW Privacy Policy, and I consent to the information collected on this form and through Scouting activities to be used in accordance with the rights and obligations set out in that policy. I also acknowledge that any third party, about whom information on this form has been provided by me, has been informed of the Association's collection of their information and that they are aware of the Scouts NSW Privacy Policy. A copy of the policy is available on our website www.nsw.scouts.com.au

Name	Appointment/Position	Signed	Date

WHEN COMPLETED, FORWARD THIS FORM WITH ALL OTHER RELEVANT DOCUMENTATION TO YOUR REGION OFFICE FOR APPROVAL