

E-mail: info@nsw.scouts.com.au

FORM P3 (SEPT 24)

HIRE OF SCOUT PREMISES REGULAR USE

IMPORTANT

This form is to be completed by the Scout Group/Region, not by the hirer.

Applications will be delayed or rejected unless all 9 points below are completed, and relevant information attached.

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

Guidelines can be found in the NSW Organisation and Information Handbook and should be studied before any decision to sublet is made.

Note: A tick or cross in the boxes below will be taken as "Yes"

oup		Region	
perty Ref #	Address of premises		
1. LICENSEE (HIRER)			
Licensees (Hirers) name			
Trading as (if applicable)			
Will the licence docum	nent be ratified under a common seal?	If so, provide t	he Names and Positions held of authorised
signatories e.g. John	Smith – Director and Mary Brown – Tr	easurer	
The agreement will be exe	ecuted as: an indivi	dual	a company
Show whether the hirer is a	a:		
Company registered u	Company registered under the Corporations Law with		
Proprietor(s) of a business name Association registered under the Associations Incorp Act		ABN (if applicable) ABN (if applicable)	
2. USAGE			
For the purpose of		at the	following times
on	(days of	the week).	
Indicate extent of use	Every week		
	School terms only (40 weeks)		
	Other – specify frequency		
3. ATTENDANCE			
Number of sessions/classe	es		
	s attending each session/class		
-	sons to the proposed licensee (hirer)	ner session/cla	ss \$

4. CONTACTS

Please provide details of the contact person/s. All partners of a business should be shown. For companies or incorporated Associations and Girl Guides, one person will suffice. For non-profit associations, at least three persons are required to enter into the proposed licence on behalf of the organisation.

1.	Full name	Telephone	Telephone		
	Email Address				
	Title	Signatory to Licence?	Yes	No	
2.	Full name	Telephone			
	Email Address				
	Title	Signatory to Licence?	Yes	No	
	5. P10 REPORT				
	Date of P10 Report (each				
	Have all recommendations been satisfied?	Yes No			

***NB.** A written report must be submitted with the P3 application to Region stating what works are completed under the Audit Report and a programme detailing the expected completion dates for outstanding works. **Please contact Region or State**

Office if you need a copy of the P10 Report.

6. INSURANCE

Insurance evidence attached

Evidence must be attached to this application showing that the proposed licensee (hirer) has **Public Liability Insurance** cover for at least **\$20 million**. That evidence should be in the form of a Certificate of Currency from the hirer's insurance broker or underwriter. It should note: the policy number, future expiry date, and show the hirer, The Scout Association of Australia, New South Wales Branch, and the owner of the property, as interested parties. Keys should not be handed to hirers until evidence of insurance is produced.

7. FEE CALCULATION – All fees must be approved by the Region Office.

The monthly fee is \$ by way of agreement.

Has your Group/Region Committee considered the following cost factors in arriving at an appropriate fee to be charged?

	Yes	No	
Recu	rring Costs:		
(Cleaning		Water and sewerage charges
۱	Vaste Management Cost	3	Repairs and maintenance
E	Electricity and/or Gas		
Non-recurring costs: \$9		\$90.00 Cost of preparation of Scout Association's lease or licence payable by hirer	
		Additional capital expenditure to provide for additional use of premises by others	

GST:

All licence agreements will contain a clause for payment of GST in addition to licence fees, but licensees of Group, Rover, or Fellowship-controlled property will be given written advice that no GST will be charged, as long as the formation concerned remains registered.

Please ensure that you have addressed/supplied all of the below mentioned items before submitting your application to

Region Office. Applications must be submitted before the hirer commences use of premises.

Completed application form – Applications will be sent straight back to Region if not all 9 points are addressed.

Copy of latest / current P10 report

Hirer's Photo Identification i.e. Copy of Drivers Licence or Passport

Copy of the Hirers Insurance Certificate of Currency noting Scout Association of Australia (NSW Branch) as

interested party.

Licence application fee of \$90.00 transferred to the Scout Association of Australia (NSW Branch) payable by

Hirer to the below details with a receipt of payment attached when submitting this form.

Account Name: Scouts Association of Australia (NSW Branch)

BSB: 032-000

Account Number: 001472

8. SCOUT GROUP SIGNATURE

9.

Signed by Group/Region	Date
Name of person signing	Position
Telephone	
REGION APPROVAL	
Approved by	Region Executive Committee
Signed by Region Office Manager	Date

WHEN COMPLETED, FORWARD THIS FORM WITH ALL RELEVANT DOCUMENTATION TO YOUR

REGION OFFICE FOR APPROVAL