

Proposed start date

Indicate extent of use Every week
School terms only (40 weeks)
Other - specify frequency

3. ATTENDANCE

Number of sessions/classes _____
Average number of persons attending each session/class _____
Fees payable by those persons to the proposed licensee (hirer) per session/class \$ _____

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 _____
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 Group has a P10 report of their hall).

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 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

Recurring Costs:

Cleaning	Water and sewerage charges
Waste Management Costs	Repairs and maintenance
Electricity and/or Gas	

Non-recurring costs: \$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

Signed by Group/Region _____ Date _____

Name of person signing _____ Position _____

Telephone _____

9. 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