



PORT STEPHENS COUNCIL

Expression of Interest Form

Licensing of Council Buildings/Land

Property/Land Address:

Applicant's Details

Name			
Position/Title			
Organisation			
Postal Address			
Street Address			
		Post Code	
Phone		Fax	
Mobile			
Email			

General Information

Proposed License type	<input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Retail <input checked="" type="checkbox"/> Community
Status of your organisation	<input checked="" type="checkbox"/> Commercial / Business <input checked="" type="checkbox"/> Incorporated - Community, not-for-profit <input checked="" type="checkbox"/> Other: _____ Please provide ABN / ACN:

Brief outline of Licence proposal	
Licence Term	_____ years Please advise if other term requested:
Proposed Licence Start Date	
Proposed Hours & Days of Operations	
Rebate Requested <i>(if applicable)</i>	<i>Subject to the completion of Port Stephens Council CLTP Questionnaire</i>
Proposed Fit-Out works <i>(if applicable)</i>	
Other user groups involved <i>(if applicable)</i>	
Additional Notes <i>(Office Use Only)</i>	

ASSESSMENT CRITERIA

Expressions of interest should address the following 3 key criteria, supply references and any additional comments.

Please respond to the following criteria to assist Council in assessing your application.

**Please forward the completed form via email to: Community Contracts
communitycontracts@portstephens.nsw.gov.au**

Facility Suitability:

Describe how your service will complement the local community.

Key Criteria 1: Facility Use

Describe in more detail the proposed use of and the activities that will be undertaken in the facility. Target audience, community benefit etc.

Key Criteria 2: Economic Benefit

Describe how the proposed use of the facility will encourage and provide positive community and economic benefits and values to the community

Key Criteria 3: Assets Management

Describe how the facility will be developed, managed and maintained.

References

Provide two references (Example: Current or previous Commercial Real Estate Agent)

Additional comments:

Acknowledgement and Declaration

I/We declare that the information detailed in this form is true and accurate to the best of my/our knowledge.

Applicant/Authorised Representative:

Signature:

Date:

