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| **Land Owner Consent (LOC) Application**  Please complete this form to request Land Owner Consent (LOC) to conduct an event or undertake works on property owned or managed by Horsham Rural City Council (HRCC).  **Completed applications and supporting documentation should be submitted to:** [property@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au) |

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| **COUNCIL OWNED OR MANAGED PROPERTY** | | | | |
| **Property Details:** | Property Name: |  | | |
| Address: |  | | |
| Town: |  | P/Code: |  |
| **Do you have a formal agreement in place for occupation/use of the property?**  NO YES (Lease, Licence or Short-term Hire Agreement) | | | |

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| **PROPOSED EVENTS OR ACTIVITIES ONLY** | | | | | | | | | |
| **Proposed Dates** | **Start date:** |  | | | **End date:** | | |  |
| **Hours/Times:** |  | | | | | | |
| **Event Details** | Community Event | | Sporting Event | | | Commercial/Business Activity | | | |
| **Please outline the proposed event or activity including whether the applicant will generate revenue/income from the event (other than membership fees or sponsorship):**  ***Site plan (or area map) for the proposed event is attached***  *(please identify all areas for exclusive use, shared use, and sub-let/hire during the event)* | | | | | | | | |
| **Proposed Funding Source** | Applicant | | | External/Grant Funding | | | HRCC Capital Budget | | |
| Please provide details: | | | | | | | | |

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| **PROPOSED WORKS OR DEVELOPMENT PROJECTS ONLY** | | | | | | |
| **Proposed Timeframe:** | **Start date:** |  | | **End date:** | |  |
| **Details:** | **Please outline the proposed works or development (including all alterations, improvements or additions to the property and proposed contractors):**  ***Relevant documentation for the proposed works is attached***  *(please include plans, quotes, permits, approvals, etc.)* | | | | | |
| **Proposed Funding Source** | Applicant | | External/Grant Funding | | HRCC Capital Budget | |
| Please provide details: | | | | | |

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| **APPLICANT DETAILS** | | | | | |
| **Applicant Name** |  | | | | |
| **Applicant Trading Name** |  | | | | |
| **Registered Address** |  | | | | |
| **Postal Address**  *(if different from above)* |  | | | | |
| **Entity Type** | Community Group | | Sporting Club | | |
| Partnership | | Sole Trader | | |
| Trust | | Company | | |
| Other (please specify): | | | | |
| **ABN** |  | | Not applicable | | |
| **ACN** |  | | Not applicable | | |
| **Incorporated Assoc. No.** |  | | Not applicable | | |
| **Is the applicant a not-for-profit (NFP) organisation under ATO definitions?** | Yes  No  If Yes, ACNC Charities Register No: | | | | |
| **Public Liability Insurance** | Insured Amount $ | | Policy Expiration Date: | | |
| Certificate of Currency Attached | | | | |
| **Does the applicant comply with all relevant legislation governing activities and hold all licences and registration certificates required for it to operate?** | Yes  No  Please provide details *(i.e. additional insurances, registrations, compliance with regulations such as child safe standards, etc.)* | | | | |
| **Applicant Declaration:** | I am aware that this Land Owner Consent (LOC) Application will be:   * assessed in accordance with all relevant HRCC Policies (including the HRCC Property Strategy); * referred to external agents as appropriate, and if affecting Crown Land (where HRCC are the delegated Committee of Management) the details will be referred to the Department of Environment Energy and Climate Action (DEECA) for Ministerial approval;   I declare that I am authorised to make this application and confirm all details herein are true and correct: | | | | |
| **Signature:** |  | | **Date:** |  |
| **Name:** |  | | **Position:** |  |
| **email:** |  | | **phone no:** |  |
| Please ensure all information is submitted as incomplete applications will delay processing times.  The application outcome (including all terms and conditions) will be provided in writing to the applicant. | | | | | |