

Use of Knox City Council Property Sites

Form Preview

Information & Instructions

Thank you for your interest in using a Council property.

This form enables us to better understand your requirements and register your interest in accessing Council facilities.

Please complete all questions on the following pages. Once your submission has been received, a Council officer will contact you to discuss your request and outline the next steps.

Submission of this form will place your application on a waiting list for assessment. Please note that completing this form does not guarantee access to a Council property.

All expressions of interest are assessed by Council officers in accordance with Council's property use criteria, as well as the availability and suitability of spaces.

Yours sincerely, Manager Strategic Procurement and Property

Organisation Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Website

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Must be a URL.

Current Organisation Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Is your organisation registered as an incorporated association? *

- ☐ Yes
☐ No
☐ TBC

If no, you will be asked to confirm if you are a registered not-for-profit legal entity

Incorporation Number

Please enter your organisations Incorporation Number *

Please provide your organisation's Incorporated Association number (can be found on Consumer Affairs web site)

Non-Incorporated Associations

Please confirm your organisation type if not an Incorporated Association (ie. a registered charity)? *

Organisation Contact

Contact Person Name

First Name

Last Name

Please enter details of the person completing this application

Position

Email

Must be an email address.

Phone Number

Must be an Australian phone number.

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Committee/Governance Structure

Committee Member Full Name	Position	Email Address	Phone Number

Child Safety

* indicates a required field

Knox City Council - Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children. Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#).

Organisations providing services, facilities or activities for children under 18 must:

- 1. Maintain compliance with the Child Wellbeing and Safety Act (2005) and Child Safe Standards if deemed to be in scope.*
- 2. Ensure all employees, contractors and volunteers engaged in Council activities involving children and young people aged 0-18 years hold a valid and current Working with Children Check (WWCC), (or for interstate visitors, an equivalent Check from their home State/territory)*
- 3. Maintain an up-to-date register of WWCC Checks.*
- 4. Notify Council immediately if any of their employees, contractors or volunteers engaged in Council activities involving children and young people aged 0 to 18 have their WWCC Check suspended or revoked or are issued with a WWCC exclusion.*

Please confirm the following regarding Child Safety: *

- ☐ We understand our obligations under the Child Wellbeing and Safety Act (2006) and Child Safe Standards
- ☐ If successful, we agree to provide annual confirmation to Council of our organisation's compliance with current Child Safe Standards

Site Details

Available Properties

Site Identification

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Specify the name and address of the property or properties you are seeking. If no site identified, specify what type of property or use you require?

General Questions

* indicates a required field

Briefly describe what your organisation does *

Please provide a

Describe the demographics of Knox serviced by your organisation

Estimate the number of Knox residents you anticipate would access, (or seek to access) your service at the nominated site on a weekly basis, along with the proposed weekly utilisation of the Knox facility by your organisation (including proposed days and times of use).

If successful in securing the lease for a Council facility would you be providing any financial resources to complete any facility upgrade works (pending Council approval)?

How will the organisation be reinvesting funds into any site provided by Council

Do you intend to charge any fees for the delivery of your services from the use of any Knox facility? If yes, please summarise or attach your fee structure.

- ☐ Yes
- ☐ No

Fee Schedule

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Please attach your fee structure

Attach a file:

New Section

Please provide any other relevant information you believe would be beneficial for your submission

Please attach any other relevant information you would like to include with your Expression of Interest

Attach a file:

Alignment with Council's Health & Wellbeing Priorities

Please describe briefly how your organisations activities align with the Council's Health & Wellbeing priorities, as outlined in the [Council and Health and Wellbeing Plan 2025-2029](#)

Pick the most relevant - don't need to answer all.

Reduce harm from alcohol, smoking, vaping and gambling

Promote equal participation opportunities and celebrate our diverse community

Support access to affordable and nutritious food

Create opportunities for active living

Advocate for equity across our community

Support prevention of all forms of violence by promoting safety and respect

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Build resilience to emergencies and threats, including climate change

Improve social connection and mental wellbeing

Compliance

Please review Council's standard Lease Template and Maintenance Schedule

Please note that there may be some small, site specific variations to this documentation to be negotiated with the successful applicant:

[Standard Lease Template](#)

[Standard Maintenance Schedule Template](#)

Do you agree to Council's Standard Lease Template and Maintenance Schedule?

- ☐ Yes
- ☐ No

Insurance

Council requires tenants to maintain appropriate insurance cover as outlined in the lease documentation, including but not limited to \$20 million public liability insurance. Tenants must agree to provide evidence of required insurance cover to Council upon request.

[Insurance Profile](#)

Do you agree to Council's insurance requirements?

- ☐ Yes
- ☐ No

Please attach a copy of your organisation's Public Liability Insurance Certificate of Currency

Attach a file:

Annual Tenancy Reporting

Council require tenants to complete Annual Tenancy Reporting as per the attached documentation.

[Sample Annual Tenancy Report Request](#)

Do you agree to complete Annual Tenancy Reports as required?

- ☐ Yes
- ☐ No

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Declaration

Privacy

We collect personal information of individuals during this application form to assist us in administering evaluating submissions. The information we collect will only be used by Knox City Council for that primary purpose or directly related purposes. The information will not be disclosed, in particular for purposes relating to marketing, except as required by law.

Declaration of Relationships / Conflict of Interest

You will need to tell us about any relationships that you, or a member or your organisation or your organisation has with a Council staff member or Councillor. This includes, but is not limited to the following types of relationships: • representation on your Committee or Board of Management • membership of your organisation • personal relationships such as family members or partners. **It does not include** professional relationships that occur in the usual operation of your organisation such as the use of your organisations services or programs. The information you provide here won't influence the outcome of your application, however it will assist us in ensuring your application is assessed fairly and accurately, in an unbiased, transparent process.

Do you, or any person involved in your organisation, have any relationships with a Council staff member or Councillor?

- ☐ Yes
- ☐ No

Conflict of Interest Details

Please describe the nature of the relationship