

Community Strengthening Tenancy Information Form

Tenancy Information

The Community Strengthening Team would like to provide an opportunity for our tenants to submit updated facility information. This can also include potential ideas or projects that could provide a lasting benefit to the organisation / the land or the building.

Information provided via this form will help our team understand the positive aspects of your tenancy, as well as any challenges you are facing that you would like us to consider in our forward planning.

Please note that this is an opportunity for tenants to provide feedback for consideration. While all feedback will be carefully reviewed, we cannot guarantee that every request will be able to be accommodated or actioned.

Information Requested

We would like to understand more about your facility to support our forward planning and will consider all information received based on:

- Alignment with Council plans and strategies;
- Community Strengthening priorities;
- Benefit to the organisation, including service provision, usage and demand;
- Benefit to the land and/or facility, including fitness for purpose;
- Regulatory compliance; and
- Level of risk

Timelines

If your organisation would like to complete a Tenancy Information Form, **please submit by Friday 4th September 2026.**

Questions?

If you require any further information, please email cwvenues@knox.vic.gov.au

Organisation & Facility Details

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Form Preview

* indicates a required field

Organisation Details

Organisation Name *

Contact Person Name *

First Name

Last Name

Position within the Organisation *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Facility Details

Facility Name: *

Facility Address

Address

Tenancy Information

Tenancy Information

Please outline below any information in relation to your facility that you would like the Community Strengthening team to understand.

Please list any:

- Plans for future improvements
- Positive points/ challenges
- Facility issues you would like to solve?

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Form Preview

Positive points / Challenges / Facility issues

Do you have any proposals/suggestions for any works that could address your issue/improve your facility?

- ☐ Yes
☐ No

Please outline details of your proposal/s below:

Alignment with Strategic Plans

Which Key Themes from the Council and Health and Wellbeing Plan align with your proposal?

[Knox Council and Health and Wellbeing Plan 2025-2029](#)

Please select relevant options:

- ☐ Enhancing community connection to vital services and resources
- ☐ Embracing connection inclusion and diversity
- ☐ Caring for and enhancing our environment
- ☐ Leading, listening and governing responsibly
- ☐ Being a strong voice for safety
- ☐ Planning our future city

Risk

Would the proposal assist your organisation to meet regulatory requirements or guidelines set out by your governing body (ie. DDA, Australian Standards etc)?

- ☐ Yes
☐ No

If Yes, please clarify:

Please identify if there are any risks if your facility issue is not addressed

Asset Service Delivery Improvement

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Form Preview

How will your proposal provide benefit to your organisation and the wider community?

Funding Options

Funding

If you have any information on costs, please provide below:

What is the anticipated project cost? If you are unsure of the project cost, please leave blank.

Must be a dollar amount.

Funding

How have you determined this cost? (If other, please specify)

- ☐ Quote
☐ Other:

If you have a quote to share, please upload it here

Attach a file:

Funding

How could the project be funded?

(Please only include funding from external sources if this has been secured)

Funding Source	\$ Amount
Your Organisation	
Council Funding Request	
State Government Grant	
Federal Government Grant	
Other Funding Source	
Other	
	Please note that Council does not permit in-kind or voluntary labour and donation of materials for any facility related works.

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Form Preview

Budget Totals

Total Expenditure Amount

This number/amount is calculated.

Additional Information and File Upload

Additional Information

If available, please provide any additional information (ie. designs and cost estimates, quotes etc.)

Upload any relevant documents:

Attach a file:

Declaration

Declaration

I declare that the information provided above is accurate and that I am authorised by my organisation to sign this Tenancy Information Form on its behalf. I understand that details on this form are provided for information purposes only.

Name

First Name

Last Name

Date

Must be a date.