

CARETAKERS RESIDENCE

Under your lease agreement organisations are not able to have a caretakers residence or people residing on properties vested with the Shire of East Pilbara, unless approved by Council.

If your organisation has a caretaker on site you **MUST** notify Council. The Lessee will be required to submit an application to Council for approval for a Caretaker dwelling on site.

If the application is not successful the Caretaker's dwelling **MUST** be removed from the property.

When approval has been obtained from Council the necessary planning and building applications will be required with payment of any required fees and charges.

For Further information and requirements on Caretakers Residence, Planning, building and Health requirements contact the following Council staff

- Planning Officer
- Manager Development Services
- Manager Health & Regulatory Services

Contact: 08 91758000

OTHER CONDITIONS

- The Lessee is not able to sub let any portion of the property or building to any person/s or organisations without the approval from Council and the Minister for Lands.
- The Shire of East Pilbara will not confirm booking applications for facilities, food permits or liquor permits until such time as a copy of your current Public Liability has been received by Council.
- If your organisation has become defunct or non operational, the lessee is required to notify the Shire of East Pilbara so that arrangements can be made to surrender the lease.
- Any building, construction or demolition on properties leased by the Council may require Planning and Building approval. Please contact Council prior to commencement of all works.
- Failure to comply with the conditions of a lease may result in forfeiting the lease.

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of Council's Development & Regulatory Services staff be sought prior to lodgment of an application.

SHIRE OF EAST PILBARA



Lease Requirements for Sporting and Community Organisations

Shire of East Pilbara
Kalgan Drive
Newman WA 6753

Telephone: (08) 9175 8000
Facsimile: (08) 9175 2668

Website: www.eastpilbara.wa.gov.au

INTRODUCTION

Under the Council's lease terms and conditions, it is a requirement for all sporting and community groups with a lease with the Shire of East Pilbara to provide the Council with the following information on an annual basis, generally after your **Annual General Meeting**.

- **Public Liability**
- **Building Insurance**
- **Committee Details**

The requirements in the lease are to protect the interests of the Shire of East Pilbara and the organisations, and to promote more effective communication between the two organisations.



Public Liability Insurance

All organisations require public liability insurance cover. This is an essential requirement of your lease and must be a minimum cover of 10 million dollars.

CONDITIONS

Building Insurance

All organisations which have buildings on Council land or land vested in the Shire of East Pilbara are required in the conditions of their lease to provide an annual copy of their current building insurance.

Building insurance is to be reviewed on a regular basis to ensure the property is correctly valued.

Committee Details

Organisations are required to supply a copy of their Committee contact details annually. This is to assist Council in their dealings with organisations.

This also enables Council to provide your organisation with information such as funding, events and functions.

Food Permits

If your organisation is selling food to the public, you will need a Food Permit from Council. The application form is available on the website and no fees are required for the application. All food premises must comply with the various local laws and health regulations.

HEALTH AND REGULATORY SERVICES

Liquor Permits

All organisations selling or consuming alcohol on Council property are required to have a Liquor Permit. This is free of charge.

Seasonal sporting or community groups can make a season liquor permit application. Approval will only be granted upon a copy of the organisation public liability being submitted with the application.

Failure to apply is a breach of the conditions of lease.



Application forms available on Council's website

www.eastpilbara.wa.gov.au

In addition to the above requirements those organisations with functions selling alcohol on Council property also require an Occasional Licence. This can be organised with The Clerk of Courts—South Hedland, Contact No 08 91729300

Applications need to be lodged 2-3 weeks prior to the functions to ensure the application is approved.