

CONCESSION APPLICATION - HIRE OF COUNCIL FACILITIES

CONCESSIONAL HIRE APPLICATIONS

Every two years Council provides an opportunity for hirers to register their interest in the concessional hire of Council facilities and public spaces.

Individuals, groups, organisations and businesses that wish to apply to hire a Council facility at a concessional rate must complete the following 2024/25 Concessional Hire WCC Community Facilities application form.

Council's [Community Facilities Hire Policy \(65 KB\)](#) located on Council's website sets out the conditions for hiring community facilities and spaces. Prior to completing this application form you should read and understand Section 6, & 8 of the Community Facility Hire Policy.

Appendix B of the policy lists all Council facilities and spaces where concessional rates apply.

Prior to submitting an ROI Concession application, Hirers are also encouraged to;

- access an up-to-date list of venues/spaces and the types of events or activities that are suitable for each from facility staff or from Council's website.
- discuss their specific facility/space and hire needs with the Facility Manager/ Booking Officers to determine the most appropriate venue

The categorisation of Hirers detailed in the policy allows Council to accommodate a diversity of community needs and interests within Council facilities/spaces, and provides a transparent and accountable mechanism for determining the rate at which Hirers are charged.

There are 4 Hirer Categories:

Category A Commercial – full fee paying

Category B Community Not for Profit organisations/Charities (funded) – 25% discount on hire fees

Category C Not for profit Community organisations/Interest Groups/Charities (limited funding) – 50% discount on hire fees

Category D Full Concession – 100% discount on hire fees

To be eligible to receive a concession under Categories B, C or D, the Hirer must be a '**Not for Profit**' community group or organisation.

Hirers will be assessed according to:

- **the purpose for which the Council facility/space is being hired, and**
- **the demonstrated capacity of the Hirer to pay**

Please ensure your application demonstrates:

- **activity/service meets a broader community need, encourages local community participation and increases community access to activities and services, particularly access by disadvantaged and socially isolated groups.**
- **activity/service embraces Council's commitment to access and equity, health & wellbeing and lifelong learning.**
- **local orientation or membership of the Hirer to the Willoughby Local Government Area.**

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Hirers need to make application for each activity they conduct as they may fall into different Hirer categories subject to the purpose of the hire.

If the Hirer's financial and operational situation remains unchanged, the approved Registration of Interest will normally be valid for a 2 year period.

N.B. Organisations which are determined by Council to have reasonable access to funds (e.g. substantial funds in Reserve or access to funds through their annual turn over) will not be eligible for a concession.

Applications for different Council facilities/spaces will be assessed independently of each other by the Officer responsible for each facility and forwarded to the delegated officer for approval.

ABOUT THE APPLICANT ORGANISATION

* indicates a required field

What is the name of the Applicant Organisation?

*

This is the organisation that will hiring the Council Facility

What is your organisation's legal status? Please select from dropdown options.

*

If you answer other association you MUST identify an auspice body that is Incorporated..... Please provide the ABN, GST and contact details of the auspice organisation on Page 4 of this application.

If your organisation is a not-for-profit organisation please provide proof of this status.

Attach a file:

If applicable please upload a copy of your organisation's Certificate of Incorporation.

Attach a file:

What is the Organisation's 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

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Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Is the Organisation registered for GST?

Yes No

Does the Organisation hold current Public Liability Insurance. *

Yes No
Public Liability insurance policy should have a Limit of Indemnity of not less than \$20,000,000

Please upload a copy of your organisation's Certificate of Currency (Insurance). *

Attach a file:

CONTACT INFORMATION

* indicates a required field

Primary Contact

Primary contact person for this hire within the Applicant Organisation *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This should be the person who knows the most about the hire.

Position in the Organisation *

e.g. Manager, Owner, President, Secretary, Treasurer, Committee Member, Staff Member, Volunteer

Best contact Phone No. for this person *

Primary Contact's Email Address *

Secondary Contact

Secondary contact person for this hire within the Organisation

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position in the Organisation

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e.g. Manager, Owner, President, Secretary, Volunteer member, Executive Committee Member

Best contact Phone No. for this person

Secondary Contact's Email Address

Addresses

Street Address of the Applicant Organisation

Address

Suburb State Postcode

Postal Address of the Applicant Organisation *

Address

Suburb State Postcode

Website Address

If relevant

Preferred contact point for correspondence *

Postal Address (stated above) Street Address (stated above) Primary Contact's email Secondary Contact's email Other:

If your application is not being submitted under a Auspice Organisation, please proceed directly to Page 5.

INFORMATION ABOUT AUSPICE ORGANISATION

Note: Only complete this section if you are applying under a Auspice Organisation.

Name of the Auspice Organisation

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Please upload a copy of the Auspice Body's Certificate of Incorporation.

Attach a file:

Auspice's ABN

Date of election of the Current Executive/ Management Committee

Usually the last AGM.

Is the Auspice Organisation registered for GST?

Yes

No

Does the Auspice Organisation hold current Public Liability Insurance of \$20 million

Yes

No

You will need to provide a copy of the current Certificate of Insurance.

Please upload a copy of the Auspice Organisation's Certificate of Currency (Insurance).

Attach a file:

Financial or In Kind Support from Auspice Organisation

Please provide details of your agreement with the Auspice organisation

Insurance cover only?

Does the Auspice Organisation provide ANY financial or in-kind support to the Applicant Organisation?

Yes

No

Is yes, please provide an overview of the support provided.

Contact Points for Auspice Organisation

Name of the Primary Contact person at the Auspice Organisation

Title

First Name

Last Name

Auspice Contact Phone No.

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Auspice Organisation's Postal Address

Address

Suburb State Postcode

Auspice's Contact Email

Auspice Organisation's Website

If relevant

PLEASE CONTINUE TO PAGE 5.

COUNCIL FACILITY/SPACE REQUESTED

* indicates a required field

Which Council facility/space are you requesting to use? *

If applicable, area required within the venue.

e.g. mall, podium, auditorium, meeting room, hall, basketball court

Preference will be given to concessional hirers booking facilities outside peak times and will be subject to availability.

Wherever possible the 1st option facility will be accommodated however for high demand areas with competing requests it may be necessary for organisations to consider an alternative Council venue.

2nd option Council facility if the above is unavailable. *

If applicable, space required within the venue.

What is the name of the Activity/Service? *

Please give the activity a short operational title.

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Please provide a BRIEF description of the activity *

Up to 50 words

First date of proposed usage 2024 *

Please estimate how many participants will regularly be in attendance. *

Start Time (incl setup) *

Finish time (incl pack up) *

Proposed usage pattern *

Last date of usage 2025 *

Must be a date

If you require use of multiple venues/spaces for the same activity please provide details here.

Dates of any extra sessions and reason required.

Please indicate any scheduled breaks e.g. school holidays *

Have you previously booked this venue? *

Yes No

If yes, how long have you been using this venue? *

ABOUT THE ACTIVITY/SERVICE

* indicates a required field

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Your Organisation

Please provide a brief outline of the activity/ service showing clear outcomes that will be achieved by the activity.

*

If you have any promotional materials detailing your activity please upload a copy here.

Attach a file:

Flyers, course outlines etc.

From the list provided, pick the description that best matches your Organisation. *

- | | |
|---------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Community group |
| <input type="checkbox"/> Support Network | <input type="checkbox"/> Registered Charity |
| <input type="checkbox"/> Advocacy Group | <input type="checkbox"/> School |
| <input type="checkbox"/> Community Interest Group | <input type="checkbox"/> Community Event |
| <input type="checkbox"/> Council operated activity | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Professional Network | <input type="checkbox"/> |
| <input type="checkbox"/> Healthy Lifestyle organisation | |

What is the staffing structure of your organisation e.g. volunteers or paid employees? *

From the list provided, pick the description that best matches your activity. *

- | | | |
|-------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Delivery of a community service | <input type="checkbox"/> Concert/ Performance | <input type="checkbox"/> Children's Playgroup |
| <input type="checkbox"/> Private event/ function | <input type="checkbox"/> Rehearsal | <input type="checkbox"/> Conference/ Seminar/Expo |
| <input type="checkbox"/> Corporate event/function | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Fundraising for charitable purposes |
| <input type="checkbox"/> Closed meeting (members only) | <input type="checkbox"/> Peer Support | <input type="checkbox"/> Community Event |
| <input type="checkbox"/> Open meeting | <input type="checkbox"/> Church Service/ Occassion of worship | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Education/ Lifestyle workshop | <input type="checkbox"/> Health & Exercise activity | <input type="checkbox"/> |
| <input type="checkbox"/> Professional Development/ Training | | |

RELEVANCE TO THE WILLOUGHBY CITY STRATEGY AND COMMUNITY NEEDS

* indicates a required field

Please provide details on how the proposed activity reflects the aims of the Willoughby City Community Strategic Plan and Council's commitment to access, equity and participation, health and wellbeing and lifelong learning. *

Willoughby City Community Strategic Plan

<http://www.willoughby.nsw.gov.au/DownloadDocument.ashx?DocumentID=8216>

Does your activity primarily target any of the following community groups/interests? *

- | | |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Socially and/or culturally isolated people | <input type="checkbox"/> Entry level or amateur athletes, artists or performers from the Willoughby LGA |
| <input type="checkbox"/> People with significant physical and/or emotional health needs | <input type="checkbox"/> Residents of the Willoughby LGA |
| <input type="checkbox"/> Socially and financially disadvantaged people | <input type="checkbox"/> Identified gap/high priority area in local service provision |

Does your activity improve/encourage local community access. *

- Yes No

Will the activity serve the people who live and work within the Willoughby LGA *

- Yes No

If so, please provide documentation supporting membership/attendance predominantly for residents/workforce

Attach a file:

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**within the Willoughby
LGA. ***

FINANCIAL SUSTAINABILITY

* indicates a required field

Please answer the following financial questions.

Auspiced groups - this financial information should pertain to the auspice organisation. However, if insurance coverage is the only support provided by the Auspice organisation please provide financial information for the applicant group only.

Please provide a detailed budget for your project detailing Income and Expenditure.

Provide a budget showing income and expenditure for the activity. Please provide 2-3 word descriptions for each cost item as the system cannot handle a lot of words in this field. You are welcome to attach more detailed information in the upload section if required.

Income Description	\$	Expenditure Description	\$

Please attach a copy of the applicant organisation's most recent financial statement. For organisations that do not have a financial statement other supporting financial documents need to be supplied. *

Attach a file:

A balance sheet or statement of financial position will be accepted - not a profit and loss statement. Registered Charities with low revenue could provide a Annual Information Statement. Incorporated Associations could provide a Summary of Financial Affairs.

Which does the hirer depend on most heavily for the activity to remain financially viable? *

- Council, State or Commonwealth funding or grants
- Other program funding e.g. corporate sponsorship, benevolent contributions
- Income from membership fees or program charges
- Ticket &/or Programme sales
- Participant donations e.g. gold coin

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- Volunteerism
- Other:

Please provide details on government funding or grants currently received in support of this activity. *

Does your organisation currently receive any financial or in-kind support from Willoughby City Council? *

- Yes
 - No
- e.g. Grant funds, discounted office rental, use of administrative equipment

If 'Yes' please indicate the type of support received

If fees are being charged for your activity, please provide a copy of your fee structure.

Attach a file:

Amount of income/ funding allocated from your budget for the cost of the hire. *

\$
Must be a dollar amount

Please provide details on plans for raising/ attracting funds that will ensure the long term sustainability of the activity. *

CONCESSION APPLICATION DECLARATION

* indicates a required field

I have read and understood the Community Facility and Public Space Hire Policy. *

- Yes
- No

I understand that Council requires Hirers that have received any concession on facility/space hire to:

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- **Acknowledge Council assistance in any literature and promotional materials.**
- **State the source of that assistance in any subsequent requests for funding support from Council for fee relief or otherwise (e.g. Community Grants program).**
- **Comply with the Conditions of the Hire Agreement relevant to the specific facility.**
- **Immediately advise Facility Managers of any changes in circumstances.**

I am authorised by my group/organisation to complete this form and I agree that:

- **the statements made in this application are true.**
- **the activity will be covered by appropriate insurance.**
- **all relevant health and safety standards will be met.**
- **council does not accept any liability or responsibility for the activity.**

If successful, I will:

- **accept the terms and conditions of the hire agreement for the WCC facility/space hired.**

*

Yes No

I have attached: *

- Proof of Not-for-profit status
- Proof of legal status of organisation
- Certificate of Currency - Public Liability
- Latest audited Financial Statement or BankStatement
- Promotional Material
- Proof of LGA membership

Other relevant supporting documents.

Attach a file:

Do not submit your application until you have fully completed the application - refer to page one for guidelines on eligibility criteria.

Please note applications will not be assessed unless supporting documents and an sufficient amount of information is supplied - where possible give details in your answers.

On behalf of the Applicant Organisation (as identified on Page 2), I declare that the information provided in this application is true and correct. I understand that Council

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has the right to reject this application if it is found to contain false or misleading information.

Note: Completion of the fields below is equivalent to supply of a Signature of Authorisation.

Signatory's name *

Position in Organisation

*

Organisation *

Note to Applicants: After completing the Application you can review the fields by hitting the "Review & Submit" tab. This will NOT submit the application.

To submit the application you MUST click on the "SUBMIT" button located on the top right hand side of the "Review & Submit" screen. A confirmation email indicating the application has been received will be sent to the email address you have nominated. IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL YOU HAVE NOT SUBMITTED YOUR APPLICATION. You will not be able to amend the contents of the application after you have properly submitted it to Council.