



# LICENCE/LEASE REQUEST FORM

Bega Valley Shire Council Standard Licence or Lease Application Form

Council will assess your request and provide a written response within twenty-one (21) days of receipt of request.

Please print neatly in **BLOCK LETTERS** with a **BLACK PEN**.  
Print X in appropriate boxes.

REGISTRATION STAMP

## PROPERTY

Council Owned Land or Building

Crown Land, Reserve or Building

Parcel ID.  Zone  Reserve  No.

Lot No.  DP  Street

Street No./name  Town

Town

## APPLICANT

Name  Phone  Mobile

✉ Address  Postcode

Contact  Phone

Signature of Applicant  Date

<p>Description of intended use, required council approvals, proposed term of licence or lease.</p>	<p>Provide sketch of site location of proposed licence or lease in relation to buildings or landmarks. Please include existing fencing, water or power sources, etc.</p>
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### OFFICE USE ONLY

## COMMENTS

To be completed by the Responsible Officer

Responsible Officer Name  Date  Time

## FEES

### OFFICE USE ONLY

### Received at:

### Copy to

Lease	\$xx	<input type="checkbox"/>	Allocation No.	xxxx-xxx	<input type="checkbox"/> Bega	<input type="checkbox"/> Customer
Licence	\$xx	<input type="checkbox"/>	Receipt No.	<input type="text"/>	<input type="checkbox"/> Bermagui	<input type="checkbox"/> Receipt and send to Records
No fee paid		<input type="checkbox"/>	Date	<input type="text"/>	<input type="checkbox"/> Eden	
			Staff name	<input type="text"/>	<input type="checkbox"/> Merimbula	