

ASSIGNMENT FORM – Naval Base Shacks – Shack # _____**LEASE APPLICATION FORM – 1136 Cockburn Road, Henderson****PROPOSED PURCHASER SIGNATURE:**

Full Name	
Residential Address	
Service (Postal) Address	
Phone Number	
Email Address	
Names of Emergency Contact	
Emergency Contact Phone Number	
Emergency Contact Email Address	
Emergency Contact Connection/relation	

QUESTIONNAIRE FOR PROSPECTIVE ASSIGNEE

	YES	NO
1. Have you been provided with and read a copy of the Lease? (if not, a copy is available on the City of Cockburn's Website)	☐	☐
2. Do you acknowledge that this is short stay Holiday Accommodation only, with a limit on how many days you can spend at the site (120 days per calendar year)? This site is not appropriate or suitable for residential housing or residential accommodation.	☐	☐
3. Do you acknowledge and understand that the current lease has expired and is holding over? There is no guarantee that a new lease will be offered, or the terms included in a subsequent lease.	☐	☐
4. Do you have the capacity to pay the annual lease fee (\$3100 per annum, subject to CPI increase and subject to change or increase in a new lease agreement)? Provision of bank statement or recent pay slip showing a form of regular income.	☐	☐
5. Do you acknowledge and understand your obligations upon termination relating to demolition/make good?	☐	☐
6. Do you acknowledge and represent that any lease you enter in respect to the property will terminate at the end of the initial lease term with no guarantee of renewal, other than as set out in the any option period in the lease and that no representation to the contrary can be relied on by you?	☐	☐
7. Do you understand that the Lessor requires you to set out in writing any representation you are relying on in relation to this Assignment Application?	☐	☐
8. Do you agree to adhere to the rules in relation to the Reserve, as listed below?	☐	☐
9. Do you acknowledge that this application does not secure your eligibility to be Assigned a Naval Base Shack? This application is used by the City to assess your suitability only.	☐	☐
10. Do you agree any non-compliance matters or structural matters relating to the shack after an assignment is completed is the responsibility of the new Shack Owner/s.	☐	☐

Rules in relation to the Reserve

Boats, Caravans, or Trucks

- (i) The Lessee must not and must not suffer or permit a person to park a boat, caravan or motor vehicle exceeding 3.5 tonnes in gross weight or 1.9 metres in height on the Land unless prior permission has been provided by the Lessor.
- (ii) The Lessee must not and must not suffer or permit a boat to be parked on any other site within the Reserve, any boat parked must be parked within the lease area of the owner or users site.
- (iii) The Lessee must not and must not suffer or permit a boat to be parked on any other site within the Reserve, any boat parked must be parked within the lease area of the lessee or users site.
- (iv) The Lessee must not and must not suffer or permit a person to store a boat, caravan or motor vehicle on the Land

Dogs

- (i) The Lessee acknowledges and agrees that it must at all times comply with the Dog Act 1976, including without limitation the requirement for all dogs to be on a leash at all times.
- ii) City of Cockburn Rangers are to be contacted on 08 9411 3444 or in an emergency after hours 1300 658 877.

Anti-social or Noisy Behaviour

- (i) The City's CoSafe service regularly patrols the area for noisy or antisocial behaviour.
- (ii) Concerns regarding the Naval Base Shacks can be reported to CoSafe on 1300 267 233 (24 hours), the Police on 131 444 or 000 in the event of an emergency.

Grassed Areas

- (i) It is the Lessees responsibility to maintain the areas surrounding each shack.
- (ii) All grassed areas must be kept clear to enable people to walk through with ease.
- (iii) Vehicles, boats etc may only be parked on one side of each shack unless agreed to by the neighbouring property.

(iv) Every site must be surrounded by grass unless prior written approval has been provided by the neighbouring Lessees and formal approval provided by the City to replace the grass.

Water

(i) The Lessee must not and must not suffer or permit any person to extend the City's reticulated water system. Any illegal plumbing will be removed by the City at the cost of the Lessee.

Fire Restrictions

(i) No open fires are permitted on the Reserve at any time.

(ii) Wood Fired BBQ's are permitted during low fire risk times however any fire warnings must be strictly adhered too.

(iii) No rubbish is to be burnt off at any time.

Roads

(i) The internal roads are to be used for the movement of licensed vehicles only. Any boat, caravan or motor vehicle exceeding 3.5 tonnes in gross weight or 1.9 metres in height will NOT be permitted on the roads unless prior permission has been provided by the Lessor.

Emergency Procedure

(i) These will be displayed on the Notice Boards installed at both the northern & southern ablution blocks.

SIGNED:

.....

SIGNED:

.....

PRINT NAME:

.....

PRINT NAME:

.....

DATE:

DATE:

PRIVACY DISCLOSURE STATEMENT

In submitting this form, you authorise the Lessor to collect personal information from you for the purpose of assessing your application. Personal information collected for the purpose of assessing your application may include your name, address, phone number, financial details, credit worthiness, and lease premise details. This information may be collected from you when you submit any written application, form or document to the Lessor or by other means including telephone or email contact with you. All personal information collected will be used for the sole purpose of processing applications. If you do not provide us with your personal information, we may not be able to process your application or deal with your request. We share your personal information only to the extent necessary to assess and determine your application or request. Personal information may be shared with persons or third parties that assist us in the assessment and determination of your application or the provision of our services, which may include Lessor Officers, Councillors, referees or guarantors. To assist us in contacting you, we store your personal information onto our database. By signing the form to which this statement is attached, you acknowledge that you have read this statement and consented to the collection, use and disclosure of your personal information in the manner and for the purposes set out in this statement.

PRIVACY DISCLOSURE STATEMENT

Attached (page 5) is the Lessor Privacy Disclosure Statement. It is important that you read the statement.

Each person who has provided to the Lessors personal information in this standard form acknowledges, by signing below, that he or she has received and read the Lessors Privacy Disclosure Statement attached and agrees to the collection, use and disclosure of that personal information in the manner and for the purposes set out in the important Privacy Disclosure Statement.

SIGNED: _____

DATED: _____

SIGNED: _____

DATED: _____

Privacy Notice

Under the PRIS Act 2024 and the City's Privacy Management Policy we have obligations in relation to how we collect, store, use and access your personal information. For details visit www.cockburn.wa.gov.au/CollectionNotice

CHECKLIST

- **Proposed Lessee Identification (1) Drivers Licence number:** _____
Copy of driver's licence attached ☐  (Please Tick)

- **Proposed Lessee Identification (2) Drivers Licence number (If applicable):**
Copy of driver's licence attached ☐  (Please Tick)

- **Applicant Details** ☐  (Please Tick)

- **Questionnaire** ☐  (Please Tick)

- **Evidence of Residential Address (utility bill or drivers licence)** ☐  (Please Tick)

- **Pay Slip or Bank Statement** ☐  (Please Tick)

- **Privacy Disclosure Statement – Executed** ☐  (Please Tick)

- **The applicant and seller are responsible for handing over ablution block (swipe cards).**
Replacement cards are \$60.50 each.
Maximum of 2 cards per shack. ☐  (Please Tick)

- **Applicant has read the lease agreement** ☐  (Please Tick)