

Naval Base Shack Assignment Checklist

All steps must be completed prior to conducting an assignment.

Request to Undertake Assignment Form

The Seller and Buyer are required to provide the below requested details in this form.

Completed	Details
☐	Buyer to complete the below (Naval Base Shack Assignment) Vetting Form The City requires to conduct a preliminary check on the buyer before entering into a lease agreement.
☐	Gas Safety Certificate If gas is connected to the Shack a gas safety certificate must be provided (Less than 2 years old). If gas is not connected to the Shack the Seller and Buyer must sign declarations.
☐	Evidence of a Smoke Alarm Evidence of a smoke alarm at the shack is required to be provided. This takes the form of a photo of the smoke alarm installed at the Shack.
☐	Public Liability Insurance The buyer must provide a public liability insurance certificate of currency. A policy statement, invoice or proof of payment is not adequate.
☐	Payment of Outstanding Fees Payment of any outstanding fees associated with the Shack is required. A Shack cannot be transferred while fees are owed.

Finalising an Assignment

Once the above is all completed, the City may process an assignment request.

Completed	Details
☐	Verification of Identity The Seller and Buyer are required provide: 1 form of photo identification; or 2 form of original non-photographic identification.
☐	Payment of Transfer Fee There is a \$269.10 payable to transfer the Shack.
☐	Vendor and Buyer Execution of Agreement Both the Seller and Buyer are required to sign the Assignment Document. This document will act as an addendum to the original Lease and confirms the changes in Lessee details.
☐ (Office Use Only)	City/Ministers Consent and Execution The City is required to execute the Assignment Document and the Minister to Consent to the assignment.
☐ (Office Use Only)	Advice to Seller and Buyer that Assignment is Finalised A copy of the executed assignment documents will be provided to the Seller and Buyer.

Privacy Notice

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