

Retirement Villages

Form 2



Application for registration as a retirement village scheme

Retirement Villages Act 1999 (Section 27)

This form is effective from 1 February 2019

ABN: 86 504 771 740

<p>OFFICE USE ONLY</p> <p>Date received</p> <p>Receipting officer File number Receipt Number Initials Amount Paid</p> <p>Processing Officer Name Date</p>	<p>Instructions</p> <p>Please use BLOCK letters when you fill out this form. Attach extra sheets if necessary. All references to dates should be DD/MM/YYYY</p> <p>Failure to correctly complete this form or provide all information, fees and documents requested, may result in the application being returned to you by post which will delay the granting of your registration.</p> <p>Privacy statement—please read</p> <p>The Department of Housing is collecting information, including personal information, on this form for the purposes of the <i>Retirement Villages Act 1999 (Section 27)</i>. In accordance with the Act, some personal information and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.</p> <p>Registration fees: \$2,620.16 (new scheme)</p> <p style="text-align: center;">No GST payable on fees.</p> <p>You will be required to complete a national criminal history check and supply a National Police Certificate for each person whose date and place of birth are requested.</p> <p>To apply go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates. You may be charged a fee.</p>
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Part 1 – Village scheme details

<p>Village name and address</p> <p>Please provide details of the village name and its full address.</p>	<p>Village name</p> <p>Street Address</p> <p>.....</p> <p>Suburb State Post Code</p>
<p>Real property description of village land</p> <p>Please provide details of all retirement village land and attach copies of the current title search issued by the Department of Natural Resources, Mines and Energy.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Registered owners of village land</p> <p>Please provide full names of all owners of the village land.</p> <p>Please attach sheet if additional space is required.</p>	<p>Owner 1 details</p> <p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>First name</p> <p>Last name</p> <p>Owner 2 details</p> <p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>First name</p> <p>Last name</p> <p>Owner 3 details</p> <p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>First name</p> <p>Last name</p>
<p>Corporation details</p> <p>In the case of a corporation please provide its ACN and registered office, as well as the full name and address of each executive officer.</p> <p>If there is more than one executive officer, please attach an additional sheet with the details of all executive officers.</p>	<p>Corporation / Company name</p> <p>.....</p> <p>Australian Company Number (ACN)</p> <p>Address of registered office</p> <p>.....</p> <p>Suburb State Post Code</p>

<p>Executive officer details</p> <p>‘Executive officer’ of a corporation means any person who is concerned, or takes part in, the management of the corporation (including a director or company secretary).</p>	<p>You should complete a copy of this section for each Executive officer of the applicant corporation, Make as many copies of this page as required.</p> <p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>First name</p> <p>Last name</p> <p>Address</p> <p>.....</p> <p>Suburb State Post Code</p>
<p>Encumbrances over village land</p> <p>Please provide details of all encumbrances and easements over the village land e.g. mortgages.</p> <p>This includes registered and unregistered interests or encumbrances affecting the land.</p>	<p>Statutory charge under the Act</p> <p>Registered mortgage to</p> <p>Unregistered mortgage to</p> <p>Lease to (other than leases to residents)</p> <p>Company charge to</p> <p>Licence to (other than licences to residents)</p> <p>Easements to (other than easements to residents)</p> <p>Other encumbrances (specify)</p> <p>.....</p> <p>.....</p>
<p>Access to land not part of retirement village land</p> <p>Please provide the real property description of any land over which residents have a right of access, which is not part of the village land, and details of the right of access granted to the residents.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Ownership and management

Please provide details and a copy of any lease, headlease or sublease arrangements with regard to ownership and management of the retirement village.

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Development approval

Please provide details about development approval for the planning and construction of the retirement village.

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Floor plans and map

Please provide details and a copy of floor plans and map of the retirement village and any proposed development.

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Available accommodation Please provide details about the type, number, and tenure of accommodation that will be available in the village when the scheme is registered.	Accommodation Unit	Freehold		Licence	Other [name]
	Independent living units				
	Serviced units				
	Other <i>[specify]</i>				
	Total number of units				
	[Note: Specify the number for each type of accommodation unit: 3 independent living freehold units]				
Available village facilities Please provide details about the facilities available in the village when the scheme is registered.				
Future accommodation Please provide details about the type, number and tenure of accommodation intended to be made available in the village after registration of the scheme and the contingency for the provision of such accommodation. Contingencies may refer to sales activity, finance availability, market conditions or other relevant conditions.	Accommodation Unit	Freehold		Licence	Other [name]
	Independent living units				
	Serviced units				
	Other <i>[specify]</i>				
	Total number of units				
	[Note: Specify the number for each type of accommodation unit: 3 independent living freehold units]				
Contingency					

Other uses of retirement village land

Please provide details, including any commercial arrangement or transaction, about other purposes that the retirement village land will be used for (e.g. aged care facility, business or shops such as hairdresser, coffee shop/restaurant, medical centre).

Examples of a commercial arrangement or transaction include, a lease, mortgage, rent holiday, taking out or settling a loan, entering into an insurance contract.

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Restrictions on use of village land

Please provide details of restrictions on the use of the village facilities or the village land by residents

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Non-exclusive use of village facilities

Please provide details of facilities that will not be for the exclusive use or enjoyment of village residents.

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Building Management Statements

Please provide details and a copy of any Building Management Statement/s for the retirement village.

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Details about terms of residence contract and village comparison document

- Please provide an overview of the contractual relationships, including:
- a copy of all residence contracts and lease documents
- a copy of any ancillary contracts or service agreements including for provision of personal or care services by the scheme operator or an associated entity
- a copy of the application to reside
- the village comparison document for the scheme.

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Address for inspection of village accounts and records

Please provide details of the address where the books of account and village records are available for inspection.

Address
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Suburb State Post Code

Part 2 – Scheme operator’s details

Scheme operator

Please provide full details about the scheme operator.

In the case of a natural person, the full name, residential address as well as the date and place of birth.

In the case of a corporation, its ACN, its registered office, the full name and address of its executive officers, as well as their respective date and place of birth are required.

If there is more than one executive officer, please attach an additional sheet with the details of all executive officers.

*Documentation can be certified by a Justice of the Peace, Commissioner for Declarations, barrister/solicitor or notary public.

Individual

Preferred title Mr Mrs Ms Miss Other (specify)
First name
Last name
Address
.....
Suburb State Post Code
Phone Fax
Email
Place of birth Date of birth
DD / MM / YYYY

Corporation

Corporation / Company name
.....
Australian Company Number (ACN)
Address of registered office
.....
Suburb State Post Code

<p>Executive officer details</p> <p>‘Executive officer’ of a corporation means any person who is concerned, or takes part in, the management of the corporation (including a director or company secretary).</p> <p>*Documentation can be certified by a Justice of the Peace, Commissioner for Declarations, barrister/ solicitor or notary public.</p>	<p>You should complete a copy of this section for each Executive officer of the applicant corporation. Make as many copies of this page as required.</p> <p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>First name</p> <p>Last name</p> <p>Address</p> <p>.....</p> <p>Suburb State Post Code</p> <p>Place of birth Date of birth</p> <p style="text-align: right;">DD / MM / YYYY</p>
<p>Address for service of documents on the scheme operator</p> <p>Please provide the full address (both physical and postal address) for service of notices and documents.</p>	<p>Street address</p> <p>Address</p> <p>Suburb State Post Code</p> <p>Postal address</p> <p>Address</p> <p>Suburb State Post Code</p>

Part 3 – Village management details

Village manager

Please provide full details about the village manager.

In the case of a natural person, the full name, residential address as well as the date and place of birth.

In the case of a corporation, its ACN, its registered office, the full name and address of its executive officers, as well as their respective date and place of birth are required.

If there is more than one executive officer, please attach an additional sheet with the details of all executive officers.

* Documentation can be certified by a justice of the Peace, Commissioner for Declarations, barrister / solicitor or notary public.

Individual

Preferred title Mr Mrs Ms Miss Other (specify)

First name

Last name

Address

.....

Suburb State Post Code

Phone Fax

Email

Place of birth Date of birth

DD / MM / YYYY

Corporation

Corporation / Company name

.....

Australian Company Number (ACN)

Address of registered office

.....

Suburb State Post Code

Executive officer details

‘Executive officer’ of a corporation means any person who is concerned, or takes part in, the management of the corporation (including a director or company secretary).

*Documentation can be certified by a Justice of the Peace, Commissioner for Declarations, barrister/ solicitor or notary public.

You should complete a copy of this section for each Executive officer of the applicant corporation. Make as many copies of this page as required.

Preferred title Mr Mrs Ms Miss Other (specify)

First name

Last name

Address

.....

Suburb State Post Code

Place of birth Date of birth

DD / MM / YYYY

<p>Other people involved directly or indirectly in the management of the village</p> <p>Please provide full details about any other persons directly or indirectly involved in the management of the village. In the case of a natural person, the full name, residential address as well as the date and place of birth.</p> <p>In the case of a corporation, its ACN, its registered office, the full name and address of its executive officers, as well as their respective date and place of birth</p> <p>If there is more than one executive officer, please attach an extra sheet with details of all executive officers.</p>	<p>Individual</p> <p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>First name</p> <p>Last name</p> <p>Address</p> <p>.....</p> <p>Suburb State Post Code</p> <p>Phone Fax</p> <p>Email</p> <p>Place of birth Date of birth</p> <p style="text-align: right;">DD / MM / YYYY</p> <p>Corporation</p> <p>Corporation / Company name</p> <p>.....</p> <p>Australian Company Number (ACN)</p> <p>Address of registered office</p> <p>.....</p> <p>Suburb State Post Code</p>
<p>Executive officer details</p> <p>‘Executive officer’ of a corporation means any person who is concerned, or takes part in, the management of the corporation (including a director or company secretary).</p> <p>*Documentation can be certified by a Justice of the Peace, Commissioner for Declarations, barrister/ solicitor or notary public.</p>	<p>You should complete a copy of this section for each Executive officer of the applicant corporation. Make as many copies of this page as required.</p> <p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>First name</p> <p>Last name</p> <p>Address</p> <p>.....</p> <p>Suburb State Post Code</p> <p>Place of birth Date of birth</p> <p style="text-align: right;">DD / MM / YYYY</p>

Part 4 – Declarations

<p>Declaration about persons in this application</p> <p>If the answer is YES to any of these questions, please provide full details in an attachment.</p>	<p>Have you or any person mention in this application ever:</p> <ul style="list-style-type: none"> • been convicted of an offence involving fraud or dishonesty punishable, at the time the conviction is recorded, by not less than three months imprisonment? • been convicted of an offence involving physical violence to someone else? <p>Is any corporation mentioned in this application:</p> <ul style="list-style-type: none"> • under the control of a receiver or an external administrator? • subject to an executive deed of arrangement under Chapter 5 of the <i>Corporation Law</i> or corresponding provisions of the law of the country other than Australia where the administration of the terms of deed has not been finalised? <p>Are you or any person in this application insolvent under administration as provided under the <i>Corporations Law</i> including:</p> <ul style="list-style-type: none"> • declared bankrupt under the <i>Bankruptcy Act 1966</i>? • having the status of an undischarged bankrupt? • having executed a deed of arrangement under Part X of the <i>Bankruptcy Act 1966</i> or corresponding provisions of the law of a country other than Australia where administration of the terms of deed has not been finalised? • having creditors accept a composition under Part X of the <i>Bankruptcy Act 1966</i> or corresponding provisions of the law of a country other than Australia where the final payment has not been made under the terms of the composition. 	<table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Yes	No													
Yes	No													
Yes	No													
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<p>Criminal history check</p>	<p>You will need to apply for a criminal history check for each person listed in Part 2 & 3 of this form. You will be issued a National Police Certificate/s that you will need to submit as part of your application. To obtain a criminal history check, go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates.</p>													

<p>Declaration about this application</p> <p>To be signed by the applicant/s or, in the case of corporation, by two directors or a director and the secretary.</p>	<p>I/We have made appropriate enquiries and to the best of my/our knowledge all details in or with this application have been provided honestly and correctly.</p> <p>Signature</p> <p>Signatory (print name)</p> <p>Position/title Date signed DD / MM / YYYY</p> <p>Signature</p> <p>Signatory (print name)</p> <p>Position/title Date signed DD / MM / YYYY</p>
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Part 5 – Fees and lodgement of application

Registration fees	New scheme \$2,620.16
No GST payable on fees	

Lodgment	<p>Please email the completed application, any supporting documentation and fees to regulatoryservices@chde.qld.gov.au or, alternatively, post to the address below:</p> <p>Regulatory Services Department of Housing GPO Box 690 Brisbane QLD 4001.</p> <p>If you would like more information regarding this application, contact Regulatory Services on 07 3013 2666, email regulatoryservices@chde.qld.gov.au, or visit our website at www.housing.qld.gov.au.</p> <p>After hours enquiries can be made to the Department of Housing on 13 QGOV (13 74 68).</p>
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Part 6 – Payment details

Payment details	<p>Pay via BPOINT at:</p> <p>www.bpoint.com.au/pay/DHPWREGULATORYSERVICES</p> <p>Billor Code: 1655513</p> <p>Receipts will not be generated unless specifically requested via BPOINT.</p> <p>Other payment options may be available upon request. Please contact Regulatory Services for more information.</p>
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