



Chief executive information document for closure and redevelopment plans

ABN: 86 504 771 740

About this template

This is a template containing the additional information required by the chief executive when receiving a copy of an approved closure or redevelopment plan, or a proposed closure or redevelopment plan for approval. It contains information to assist decision making and sending appropriate notifications where applicable but does not make up part of an approved plan.

Under the Act, if a proposed closure or redevelopment plan is approved by special resolution, a copy of the approved plan must be provided to the chief executive within 14 days. The scheme operator must also provide a completed copy of this form with the approved plan to the chief executive.

A scheme operator may apply to the chief executive to approve a proposed closure or redevelopment plan where:

- residents voted against the proposed plan; or
- the proposed plan was not approved within the period stated in the residents meeting notice (this cannot be less than 21 days).

If the scheme operator applies to the chief executive to approve a proposed closure or redevelopment plan, a completed copy of this template should also be provided.

Part 1 – Type of proposed plan, retirement village and contact person details

1.1 Type of proposed plan	What type of proposed plan is this form related to? Redevelopment Closure
1.2 Retirement village name and location	Retirement village name Street address Suburb State Post Code
1.3 Contact person	Contact person Phone Email

Part 2 – Required information

<p>2.1 Required information</p>	<p>When being sent to the chief executive this form should include:</p> <ul style="list-style-type: none"> • information on the outcome of the special resolution vote (see 2.2) • a summary of feedback received (if any) from residents about why the proposed plan was not approved (if applicable) (see 2.3) • a list of the unit number and street address for all accommodation units in the retirement village (see 2.4).
<p>2.2 Residents meeting for special resolution vote details</p>	<p>2.2.1 Date of the residents meeting DD / MM / YYYY</p> <p>2.2.2 Date that the residents meeting notice and proposed plan was given to residents DD / MM / YYYY</p> <p>2.2.3 Did residents meet to vote on the proposed plan by special resolution?</p> <p>Yes No</p> <p>2.2.4 How many residents were entitled to vote for the special resolution?</p> <p>.....</p> <p>2.2.5 How many residents, who were entitled to vote, voted to approve the special resolution?</p> <p>.....</p> <p>2.2.6 Was the special resolution approved by residents?</p> <p>Yes No</p>
<p>2.3 Application to chief executive to approve a proposed plan</p>	<p>2.3.1 Are you applying to the chief executive to have the attached proposed plan approved?</p> <p>Yes No</p> <p>2.3.2 Provide a summary of any feedback received from residents about why the proposed plan was not approved.</p> <p>Provided as attachment</p> <p>Not applicable</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Part 2 – Required information continued

2.4 Unit numbers and street addresses

Provide unit numbers and street addresses for all units in the retirement village scheme.

This information is required so the chief executive can provide QCAT information notices and other notices to residents where required to do so under the *Retirement Villages Act 1999*.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Part 3 – Confirmation and signature

I, (full name)

of (address)

being the scheme operator of the retirement village or the agent/representative of the scheme operator of the retirement village, certify the information in this notice is correct as at

DD / MM / YYYY.....

Position (scheme operator/agent or representative of scheme operator).....

Signature Date DD / MM / YYYY

Part 4 – Lodgement of notice

Please send the completed notice to the chief executive of the Department of Housing and Public Works.

By mail:

Regulatory Services
Department of Housing and Public Works
GPO Box 690
Brisbane QLD 4001

By email:

regulatoryservices@hpw.qld.gov.au

If you require any assistance, please phone Regulatory Services on 07 3008 3450.