

# 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

### OFFICE USE ONLY

#### Date received

.....

#### Receipting officer

File number

.....

Receipt Number

.....

Initials .....

Amount Paid .....

#### Processing Officer

Name .....

Date .....

### Instructions

Please use **BLOCK** letters when you fill out this form. Attach extra sheets if necessary. All references to dates should be DD/MM/YYYY

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.

### Privacy statement—please read

The Department of Housing and Public Works is collecting information, including personal information, on this form for the purposes of the *Retirement Villages Act 1999 (Section 27)*. 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.

### Registration fees: \$2335.05 (new scheme)

No GST payable on fees.

A criminal history check will be conducted on each person whose date and place of birth are requested. The fee for the check conducted is \$39.60 (inclusive of \$1.16 GST)

Please note the fee quoted may be changed at any time.

Criminal history check fee \$39.60 x ..... = \$ .....

**Part 1 – Village scheme details**

<p><b>Village name and address</b></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><b>Real property description of village land</b></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><b>Registered owners of village land</b></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><b>Owner 1 details</b></p> <p>Preferred title Mr Mrs Ms Miss Other (specify).....</p> <p>First name .....</p> <p>Last name .....</p> <p><b>Owner 2 details</b></p> <p>Preferred title Mr Mrs Ms Miss Other (specify).....</p> <p>First name .....</p> <p>Last name .....</p> <p><b>Owner 3 details</b></p> <p>Preferred title Mr Mrs Ms Miss Other (specify).....</p> <p>First name .....</p> <p>Last name .....</p>
<p><b>Corporation details</b></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><b>Executive officer details</b></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><b>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.</b></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><b>Encumbrances over village land</b></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><b>Access to land not part of retirement village land</b></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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<p><b>Available accommodation</b></p> <p>Please provide details about the type, number, and tenure of accommodation that will be available in the village when the scheme is registered.</p>	<p><b>Accommodation Unit</b></p>	<p><b>Freehold</b></p>	<p><b>Leasehold</b></p>	<p><b>Licence</b></p>	<p><b>Other [name]</b> .....</p>
	Independent living units				
	Serviced units				
	Other [ <i>specify</i> ] .....				
	Total number of units				
<p>[Note: Specify the number for each type of accommodation unit: 3 independent living freehold units]</p>					
<p><b>Available village facilities</b></p> <p>Please provide details about the facilities available in the village when the scheme is registered.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>				
<p><b>Future accommodation</b></p> <p>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.</p> <p>Contingencies may refer to sales activity, finance availability, market conditions or other relevant conditions.</p>	<p><b>Accommodation Unit</b></p>	<p><b>Freehold</b></p>	<p><b>Leasehold</b></p>	<p><b>Licence</b></p>	<p><b>Other [name]</b> .....</p>
	Independent living units				
	Serviced units				
	Other [ <i>specify</i> ] .....				
	Total number of units				
<p>[Note: Specify the number for each type of accommodation unit: 3 independent living freehold units]</p>					
<p>Contingency .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>					

<p><b>Future village facilities</b></p> <p>Please provide details about the facilities proposed to be made available in the village after registration of the scheme and the contingency for the provision of such facilities.</p> <p>Contingencies may refer to sales activity, finance availability, market conditions or other relevant conditions.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Personal services</b></p> <p>Please provide details about the personal or care services and associated charges to be supplied or made available by the scheme operator or an associated entity in conjunction with the resident's right to reside.</p> <p>Please provide a copy of:</p> <ul style="list-style-type: none"> <li>any contract or service agreement (however described) with a resident for the provision of personal or care services</li> <li>any contract between the scheme operator and a provider of personal or care services.</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p><b>Other uses of retirement village land</b></p> <p>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).</p> <p>Examples of a commercial arrangement or transaction include, a lease, mortgage, rent holiday, taking out or settling a loan, entering into an insurance contract.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Restrictions on use of village land</b></p> <p>Please provide details of restrictions on the use of the village facilities or the village land by residents</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Non-exclusive use of village facilities</b></p> <p>Please provide details of facilities that will not be for the exclusive use or enjoyment of village residents.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p><b>Building Management Statements</b></p> <p>Please provide details and a copy of any Building Management Statement/s for the retirement village.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Details about terms of residence contract and village comparison document</b></p> <ul style="list-style-type: none"> <li>• Please provide an overview of the contractual relationships, including:</li> <li>• a copy of all residence contracts and lease documents</li> <li>• 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</li> <li>• a copy of the application to reside</li> <li>• the village comparison document for the scheme.</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>



<p><b>Insurance of village</b></p> <p>Please provide details about the insurance of the village as required under Section 110 of the Act.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Financial budgets and charges</b></p> <p>Please provide details about the financial budgets and charges for the village, including:</p> <ul style="list-style-type: none"><li>• a copy of the first capital replacement fund budget</li><li>• a copy of the first maintenance reserve fund budget</li><li>• a copy of the first general services charges budget</li><li>• details of how the general services charge and maintenance reserve fund contribution are calculated</li><li>• details of the scheme's quantity surveyor and a copy of the quantity surveyor report</li><li>• details of any fees and charges that the resident may be required to pay that are not included in the village comparison document for the scheme.</li></ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

**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 .....

.....

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**

**\*If you are lodging this application in person, please provide an original of your birth certificate/ extract, passport, driver’s licence or citizenship certificate which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy.**

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><b>Executive officer details</b></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><b>You should complete a copy of this section for each <i>Executive officer of the applicant corporation. Make as many copies of this page as required.</i></b></p> <p><b>*Please provide an original of your birth certificate/extract, a passport, driver's licence or citizenship certificate which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy.</b></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><b>Address for service of documents on the scheme operator</b></p> <p>Please provide the full address (both physical and postal address) for service of notices and documents.</p>	<p><b>Street address</b></p> <p>Address .....</p> <p>Suburb ..... State                                  Post Code</p> <p><b>Postal address</b></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**

**\*If you are lodging this application in person, please provide an original of your birth certificate/ extract, passport, driver’s licence or citizenship certificate which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy.**

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.**

**\*Please provide an original of your birth certificate/extract, a passport, driver’s licence or citizenship certificate which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy.**

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

**Other people involved directly or indirectly in the management of the village**

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.

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

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

**Individual**

**\*If you are lodging this application in person, please provide an original of your birth certificate/ extract, passport, driver’s licence or citizenship certificate which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy.**

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.**

**\*Please provide an original of your birth certificate/extract, a passport, driver’s licence or citizenship certificate which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy.**

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

## Part 4 – Declarations

### Declaration about persons in this application

If the answer is YES to any of these questions, please provide full details in an attachment.

Have you or any person mentioned in this application ever:

- 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?

Yes No

Yes No

Is any corporation mentioned in this application:

- under the control of a receiver or an external administrator?
- subject to an executive deed of arrangement under Chapter 5 of the *Corporation Law* or corresponding provisions of the law of the country other than Australia where the administration of the terms of deed has not been finalised?

Yes No

Yes No

Are you or any person in this application insolvent under administration as provided under the *Corporations Law* including:

- declared bankrupt under the *Bankruptcy Act 1966*?
- having the status of an undischarged bankrupt?
- having executed a deed of arrangement under Part X of the *Bankruptcy Act 1966* 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 *Bankruptcy Act 1966* 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.

Yes No

Yes No

Yes No

Yes No

<p><b>Criminal history check and fee</b></p>	<p>A criminal history check will be conducted on each person whose date and place of birth are requested in this form. The fee for each check conducted is \$39.60 (inclusive of \$1.16 GST) and the processing of the application will not be progressed until this fee is paid. Criminal history checks will be conducted in accordance with the legislation as outlined in the <i>Retirement Villages Act 1999</i>.</p> <p>Criminal history check fee \$39.60 x ..... = \$ .....</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p><b>Note:</b> The application fee does not include the criminal history check fee of \$39.60 per individual whose date of birth and place of birth are listed on the application (i.e. a company with two directors will be required to pay \$79.20 being 2 x \$39.60 for the criminal history checks).</p> </div> <p>In submitting this application, I consent to a national criminal history check being conducted by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and any impending charges to the Department of Housing and Public Works. I understand any disclosures will be subject to applicable Commonwealth, state, or territory legislation and/or police policy.</p>
<p><b>Declaration about this application</b></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>

## Part 5 – Fees and lodgement of application

### Registration fees

**New scheme \$2335.05**

No GST payable on fees

### Lodgment

Please lodge the completed application, any supporting documentation and fees to the Department of Housing and Public Works at the address below.

#### By mail

#### Regulatory Services

**Department of Housing and Public Works**

**GPO Box 690**

**Brisbane QLD 4001**

Visit [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or call **13 QGOV (13 74 68)** or visit your local **Housing Service Centre** for more information.

## Part 6 – Payment details

### Payment details

Money Order      Cheque      BPOINT

Make money order or cheque payable to Regulatory Services. Pay via BPOINT at [www.bpoint.com.au/pay/DHPWREGULATORYSERVICES](http://www.bpoint.com.au/pay/DHPWREGULATORYSERVICES) Biller code: 1655513

**A receipt will not be issued unless specifically requested.**