

# Community Facility Request for Proposal - Pallara District Sports Park

## Form Preview

### Eligibility

\* indicates a required field

#### Introduction

Whether you're a new club starting out or a seasoned society, Council offers a range of options to help organisations find suitable venues and tenures in their community.

Council is committed to the equitable allocation of land and facilities to the Brisbane community via a lease, licence or other tenure arrangements for sport, recreation, cultural and community purposes.

Council must ensure that the city's community facilities are managed and operated effectively.

Tender applications for the **Pallara District Sports Park** at **65 Van Dieren Road, Pallara** are now open and will close at **midnight on Sunday, 5 July 2026**.

An [information pack](#) is available on Council's website providing detailed information about the facility and the area/s available for lease, please ensure you review this prior to submitting your application.

Proposals will be assessed by a panel of Council officers.

If you require support completing this form please contact Council for assistance, phone 07 3403 8888 and ask to speak to **Vee Stevanovski**, Lease Officer, Corporate Property.

#### Eligibility Check

***Consider inclusion of a pre-application eligibility check as the first page of application***

**If you answer NO to any of the following questions you may be ineligible for a Community Facility Lease.** If you are unsure if you are eligible for funding you should contact Brisbane City Council on (07) 3403 8888 and ask to speak to an Lease Officer in Corporate Property supporting the Community Facility Lease process. Please refer to current [community facility tenders](#) information on Council's website.

**Is your organisation an incorporated association or equivalent? \***

- Yes  No

**Is your organisation a not-for-profit community-based organisation? \***

- Yes  No

**Does your organisation conduct activities that meet Council objectives and that are not primarily for purposes such as political gain, places of worship, commercial gain or illegal activities? \***

- Yes  No

**Does your organisation have open membership? \***

- Yes  No

# Community Facility Request for Proposal - Pallara District Sports Park

## Form Preview

Constitutions or articles must state that membership is open to the public.

### Applicant Details

\* indicates a required field

#### Applicant Details

**Organisation \***

Organisation Name

Official entity, group or organisation name (no acronyms).  
Cannot be a commercial business or an individual.

**Contact Person \***

Title

First Name

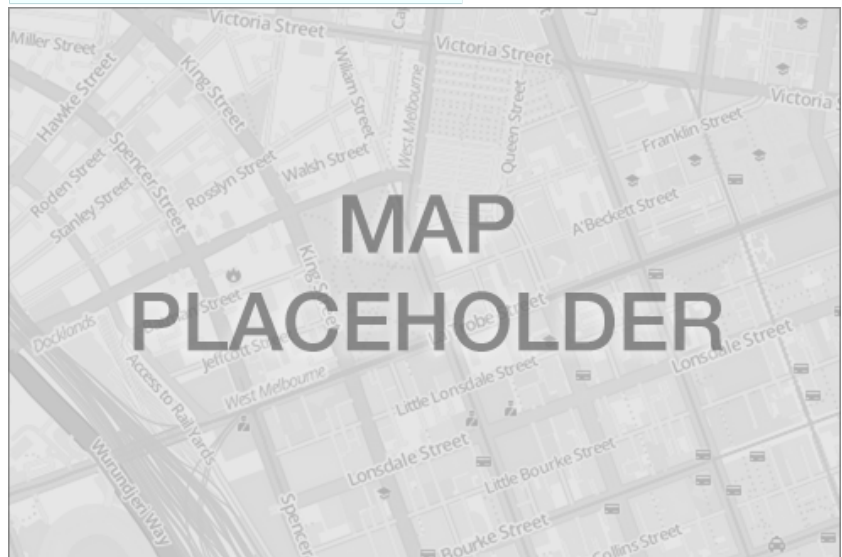
Last Name

Note: Title is optional. Please leave 'Title' field blank if you do not wish to nominate a salutation.

**Contact's position \***

**Organisation Address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Postal Address \***

Address

# Community Facility Request for Proposal - Pallara District Sports Park

## Form Preview

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**A requirement of tenancy is that successful organisations must maintain a post office box for the term of the tenure. Please indicate that you agree to this if your organisation does not already have a post office box.**

### Post Box Agreement \*

- Already have a PO Box
- Yes
- No
- Other:

### Business Hours Phone Number \*

Please use standard format, e.g. (07) 3403 8888 or 0400 111 222

### Mobile Number \*

### Organisation Email Address \*

Please provide an organisational email address (e.g. [accountspayable@yourclub.org.au](mailto:accountspayable@yourclub.org.au)) rather than a specific personal address.

## Financial, Insurance and Banking Details

\* indicates a required field

### Financial Statements

To verify your organisation's financial status, we need to view Annual Financial Statements for the last **two** years.

Please attach your organisation's **two** latest Annual Financial Statements below (as required to be lodged with the Chief Executive in accordance with the Association Incorporation Act 1981).

### Attach the two latest Annual Financial Statements \*

Attach a file:

### Insurance - Certificate of Currency

Applicant organisations **must** keep and maintain adequate insurance including public liability insurance, with a reputable insurer, in relation to all activities carried out by the Applicant, against any claims for loss or damage to property and injury or death to persons.

# Community Facility Request for Proposal - Pallara District Sports Park

## Form Preview

**Does your organisation have current public liability cover to the value of \$20M? \***

- Yes - Attach a copy of the current certificate (must show amount insured, date and details of coverage etc.)
- No, but can arrange prior to granting of tenure

**Attach Public Liability Insurance Certificate**

Attach a file:

**Date of expiry of insurance cover**

Must be a date.

## Applicant organisation legal status

**What is the status of your not-for-profit community-based organisation? \***

- Registered
- Accredited - please provide details
- Incorporated
- Other:

**Attach Certificate of Incorporation or relevant information: \***

Attach a file:

**Applicant ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |                                  |
|---|----------------------------------|
| ABN   |                                  |
| Entity name                                       |                                  |
| ABN status  |                                  |
| Entity type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main business location                            |                                  |

Must be an ABN.

## Tender - Assessment Criteria

\* indicates a required field

# Community Facility Request for Proposal - Pallara District Sports Park

## Form Preview

### Assessment Criteria

#### **Criteria1: Demonstrate the need for activities in the local area or within the city.**

**What are the activities/ services that will be delivered from the leased site and who will benefit? \***

Word count:  
Must be no more than 150 words.

**Why are these activities / services needed in the area or within the city? \***

Word count:  
Must be no more than 150 words.

**Please provide any supporting documents or data to substantiate the need for the activity. This may include: operational plans, activity brochures, annual reports, letter of support from partner organisations and relevant research:**

Attach a file:

#### **Criteria 2: The proposed activities will increase sport, recreation and / or community participation levels.**

**How will your use of the community facility increase community participation in this area? \***

Word count:  
Must be no more than 150 words.

**Please outline your intended use of the facility (please also include days and times of use). \***

Word count:  
Must be no more than 150 words.

#### **Criteria 3: Capacity and willingness to share the facility with other community organisations.**

# Community Facility Request for Proposal - Pallara District Sports Park

## Form Preview

**List other community organisations / groups your organisation works with and / or could work with at this facility. \***

Word count:

Must be no more than 150 words.

**Outline your capacity and willingness to share with other groups, including proposed models for shared use, shared responsibility, and management of common areas. \***

Word count:

Must be no more than 150 words.

**Please attach your organisations plans to manage the shared use of this facility. \***

Attach a file:

**Criteria 4: Viability of the organisation and the capacity to manage a community facility, including financial capacity to meet operational costs and development commitments.**

**Demonstrate the organisation's capacity to meet all operational costs of managing the facility. \***

Word count:

Must be no more than 150 words.

**Please provide your organisation's Strategic Business Plan.**

Attach a file:

**Criteria 5: Commitment to continuous improvement of the community facility.**

**Provide evidence of the organisation's capacity to undertake all aspects of maintenance and future development of the facility and all improvement works for the site. \***

Word count:

Must be no more than 150 words.

**Please provide a maintenance and operational plan. \***

Attach a file:

# Community Facility Request for Proposal - Pallara District Sports Park

## Form Preview

### Certification

\* indicates a required field

### Certification

The following section confirms your organisation's endorsement of this application. It should be completed by the **Chairperson of the Board of Directors or Management Committee**.

- I certify that, to the best of my knowledge, the statements made in this application are true and correct.
- I understand that if Brisbane City Council approves a lease, I will be required to accept the terms and conditions as set out in the Lease Contract and I will be required to comply with those terms and conditions including any Brisbane City Council audit requirements.
- I consent to the information contained within this application being disclosed to or by Brisbane City Council for the purposes of assessing, administering and monitoring current and further Brisbane City Council applications.
- I consent to the use of information contained in the application by Brisbane City Council in press releases and other media communications if I am successful.

Name of Approving Officer

Date of Certification

Position of Approving Officer

**A letter of endorsement from the Chairperson is to be attached here: \***

Attach a file:

Where did you hear about the Community Facility Tender?

- Council Website
- Email
- Direct (Postal) Mail
- Social Media
- Living In Brisbane Newsletter
- Previous applicant
- Council Officer
- Local Councillor
- Other: