



**APPLICATION FOR TRANSFER OF LICENCE - BOATSHED OR BATHING BOX**

I/We request that the Committee of Management of the Foreshore Reserve approve the transfer of licence for the boatshed / bathing box listed below.

As the applicant, I / We: -

1. Accept full responsibility for any outstanding fees, repair, maintenance and/or demolition orders for this Boatshed\Bathing Box.
2. Agree to comply with the conditions listed in the attached *Policy for the Control of Bathing Boxes or Boat Sheds on the Foreshore Reserve* and the *Standards for Bathing Box & Boatshed Construction* (for maintenance purposes), and *Policy & Management Guidelines* issued by the Department of Environment Land Water and Planning (DELWP).
3. Agree to obtain the written consent and apply for relevant licences, from the Council and/or the DELWP prior to any alterations or rebuilding works to the Boatshed\Bathing Box.
4. Confirm I am / we are ratepayers within the City of Kingston.
5. Note that the transfer of licence for the boatshed/bathing box will not be approved until all major maintenance and illegal work orders are completed.
6. Agree to enter into a Licence agreement to formalise bathing box/boatshed occupation as required by Council and/or DELWP.
7. Agree to abide by any further regulations and conditions stated in the Licence agreement by Council and/or DELWP.
8. Note that all legal relevant documents must be attached before the transfer can be processed (i.e. copy of will, copy of contract of sale etc.)
9. Note that this form must be completed in full and lodged together with the appropriate fee to the City of Kingston within 7 days, of the agreed transfer date for consideration.
10. Acknowledge that increase of footprint will not be permitted under any circumstances (include but not limited to ramps)

**All applicant/s purchasing licence for boatshed / bathing box to sign below**

**I/We have read the above information and documents in item 2 and understand my/our responsibilities as a licence holder.**

<b>Print Name:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Signature:</b>

**Privacy Statement**

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centres.



City of  
**KINGSTON**

**Date of Application:**     /     /

Boatshed/Bathing Box Number:


Sale Price of Boatshed/Bathing Box:

\$
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Date of Sale:

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Name of Real Estate Agent: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**Existing Licence Holder/s:**

Full Name/s: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

<b>Print Name:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Signature:</b>

**Proposed Licence Holder/s:**

Address of property owned within the City of Kingston:

<b>Print Name:</b>	<b>Address:</b>	<b>Email:</b>
<b>Signature:</b>		<b>Phone No:</b>
<b>Print Name:</b>	<b>Address:</b>	<b>Email:</b>
<b>Signature:</b>		<b>Phone No:</b>
<b>Print Name:</b>	<b>Address:</b>	<b>Email:</b>
<b>Signature:</b>		<b>Phone No:</b>
<b>Print Name:</b>	<b>Address:</b>	<b>Email:</b>
<b>Signature:</b>		<b>Phone No:</b>

**Transfer Fee (2024/2025):**

(Please select Boatshed/Bathing Box size)

**SMALL: \$1,630.00**

**MEDIUM: \$2,700.00**

**LARGE: \$3,810.00**

(These prices include administration charge of \$180.00)

*Yr 2024/2025 Receiving Code (BOAT) 2202.1279 - Subject to Change (Please contact Property Services Department to confirm amount)*

Receipt No. (or attach copy) \_\_\_\_\_

**Submit Transfer Application:**

Please forward the completed form to the Property Services via email  
[property.services@kingston.vic.gov.au](mailto:property.services@kingston.vic.gov.au)

**Office Use Only:**

Outstanding Fees to be paid:

Previous Licence TRIM Number:

New Licence TRIM Number:

Approval to Transfer & Notification: Date:  
\_\_\_\_\_

Authorised Officer: P.S.D. \_\_\_\_\_

Copy to: 1) Accounts Receivable, 2) Rates, 3) Corporate Information

Update: Boatshed Register/ Boatshed Sales/ Data List