



## LEASES/ LICENCES AND PERMITS POLICY

<b>Policy/Procedure Type</b>		GOVERNANCE	
<b>Responsible Department</b>		Office of the Chief Executive Officer	
<b>Responsible Officer</b>		Chief Executive Officer	
<b>Applicable Legislation</b>		<i>The Local Government Act 1999</i>	
<b>Related policies and / or procedures</b>		LGA Mutual Liability Scheme templates Public Consultation Guidelines	
<b>Date adopted</b>	<b>21 March 2023</b>	<b>Minute Number</b>	<b>2023.44</b>
<b>File Ref</b>			
<b>Version</b>		2.0	
<b>Last Reviewed</b>		November 2017, 2019	
<b>Next Review</b>		April 2026	

### 1. Introduction

The District Council of Elliston recognises the community value of sporting and community clubs and community land within the district.

Council acknowledges its responsibilities and recognises that it needs to provide:  
a balanced approach towards the use of land for community purposes, and  
authority over its land use for community, private or commercial purposes

### 2. Policy Objective

To implement administrative procedures and authority for issuance of leases, licenses and/or permits for Council-controlled land and buildings.

### 3. Policy statement

Council owns both community and operational land. Council attempts to optimise the use of its land holdings for the benefit of the community and/or to maximise the amount of revenue it derives from its land holdings including road reserves and unmade roads.

Decisions to grant leases, licences and/or permits of Council-controlled land and buildings are to be made by resolution of Council.

The power to approve the renewal of existing leases, licences and issue of permits is delegated to the Chief Executive Officer, provided the terms and conditions are in accordance with Council policies and procedures. Where the terms and conditions have been substantially varied, the Council will consider the renewal application.



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Management of leases, licences and/or permits of Council-controlled land and buildings will be undertaken in accordance with the provisions of this policy.

### 4. **Scope**

This policy specifically deals with all Local Government land including roads, road reserves and unmade roads, owned by the Council or under Council's care and which is leased/licensed/covered by permit to third parties.

The Policy should be read in conjunction with the *Local Government Act 1999 (the Act)*. Under the Act, a lease or licence may be granted or renewed for a term consistent with Section 202 of the *Local Government Act 1999*.

The policy does not cover all the requirements that pertain to community and Local Government land as these requirements are set out in the Act and form part of Council's legal obligations. It does, however, take into account requirements of the relevant state authority that should be considered when dealing with dedicated lands owned by the Crown (see section 7).

The principles of this Policy will be applied initially to those leases and licences which have expired and where renewal is pending. The remaining leases/licences will follow as and when their current agreement requires renewal, or as new leases/licences/permits are taken up on Council owned or managed land.

Section 202 of the Act outlines the principles in respect of use of community land by lease or licence.

### 5. **Templates for leases, licences and permits**

The Local Government Association Mutual Liability Scheme (**LGAMLS**) has established templates to cover each type of use envisaged by this policy and those templates form the basis of documentation of arrangements between the parties.

### 6. **Types of agreements**

The following categorisation will be applied to leases, licences and permits.

#### 6.1 **Recreational and Sporting Facilities Lease**

This LGAMLS template provides specific and exclusive rights for a third party to occupy or use a community recreational and sporting facility.

#### 6.2 **Recreation and Sporting Facilities Licence**

This template is for long term use or occupation that does not provide sole/specific rights to the land and/or buildings.

#### 6.3 **Facility Hire Permit (ongoing)**

This template is to be used for the short term use (less than one season) of a recreational or sporting facility.



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**6.4 Permit – Occasional Hire of Council Facility**  
This template is for one-off use of a Council facility, which may include recreation and sporting facilities and other Council owned buildings.

**6.5 Special Event Permit**  
This template applies for individual events which do not include facilities hire.

**6.6 Stall Holder/Exhibitors Permit**  
This template relates specifically to events where food and/or drink may be sold and which do not include facilities hire.

Council supports community groups which raise funds by conducting stalls and badge days in public space, including footpaths and public land. These groups include sporting clubs, recreational clubs, craft groups or associations and community based health or social welfare agencies. In the event that a stall includes the sale of food, the owner of the stall will need to comply with the appropriate requirements of the Food Act.

Community Groups and not for profit organisations may be granted a permit to operate from local government land without fee for the purposes of raising funds for charity, subject to the group providing proof of an adequate public liability insurance policy and meeting other statutory requirements if applicable.

**6.7 Authorisation to Alter a Public Road (Section 221 permit)**  
This template applies for both temporary and permanent alterations to a public road that will be carried out by a third party. A Permit to use a public road for business purposes may also be required.

**6.8 Permit to use a Public Road for Business Purposes (Section 222 permit)**  
This permit is required to carry out a business activity on a public road.

**6.9 Commercial Leases**  
Leases to a commercial party for a commercial activity will be subject to public consultation and separate individual leases drafted in a registrable form.

**7. Crown Land**  
When considering the lease or licence of dedicated land owned by the Crown but under the care and control of The District Council of Elliston, the Department for Environment and Water requires the application to be referred to the Minister for Environment and Water to seek approval from the owner of the land, whether it is a renewal or a new application for a lease or licence. This procedure is to ensure:

- Dedicated lands are not developed where the nature of the development contemplates use that is at variance to the purpose for which the land has been dedicated.
- Third party occupation is limited to licence tenure of up to 5 years unless otherwise agreed by the Minister.



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### 8. Categories of user

The fee payable on land leased or licensed to third parties will be separated into three categories:

#### 8.1 Community based bodies

Council recognises the benefit of providing support, financial and non-financial, to community groups and organisations including not for profit bodies. These include service clubs, craft groups, or associations and community based health or social welfare agencies.

The following fee structure principles will apply to not for profit organisations, however individual circumstances may apply in each case, taking into account the cost of any improvements on the land and the responsibility for the maintenance of those improvements.

#### 8.2 Sporting and community bodies

To establish balance in assessing a reasonable contribution amongst the various sporting and recreational clubs, where an organisation has the ability to enjoy profit from either an annual membership fee, or licensed facilities or a combination of both, a differential fee structure will generally be applied.

#### 8.3 Commercial activities

Commercial Activities will be separated into two areas, being:

Landowner and/or Resident Private Use

Full Commercial Use

##### 8.3.1 Landowner and/or Resident Private Use

Requests from private individuals to lease buildings or vacant land within townships will be assessed on merit in accordance with Council's strategic direction and operational requirements. A market rate will apply.

##### 8.3.2 Full Commercial Use

Proposals to establish a commercial enterprise on any council land will be subject to individual consideration by Council.

Expansion of general farming activities from adjoining neighbours who apply to use vacant land will be considered under the category of landowners/residents/private use as outlined under 8.3.1. A market rate will apply.



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### 9. Review of Policy

This Policy may be amended at any time and should be reviewed at least every four years since its adoption or last amendment.

### 10.0 Availability of Policy

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.elliston.sa.gov.au](http://www.elliston.sa.gov.au)

Customer Service Centre  
21 Beach Terrace Elliston

Phone: 8687 9177

Copies will be provided to interested parties upon request subject to Council's Fees and Charges Schedule. Email [dce@elliston.sa.gov.au](mailto:dce@elliston.sa.gov.au)

#### Version Control

Version no.	Date adopted by Council	Synergy Record	Amendments Made	Prepared by:
2	2019			
3	21 March 2023	9.63.1/2 NGR234446	Policy reviewed against the LGA model template. Version control added	Executive Assistant