



Sub-Licence Approval Policy

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Approved By:	Council	Decision No:	Min 1811, 2009/1482, 2011/469, 2013/1926, 2015/297, 2017/1727, 0117/2019
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Department:	City Infrastructure	Division:	Property & Buildings
Function:	7 - Financial Management	Responsible Officer:	Manager, Property & Buildings

A - PREAMBLE

This policy allows a Lessee or Licensee of a Council facility to offer a sub-licence to another community club for use of Council owned facilities.

B - SCOPE

This policy applies to Community Clubs that lease or license Council owned facilities.

C – POLICY PURPOSE/OBJECTIVES

The principal objectives are to ensure that:

1. The premises are used effectively and efficiently for both active and passive sporting and other recreational activities.
2. Use of the premises is diverse, with provision for a broad range of sporting and other recreational activities to take place, such that the community has access to a greater range of recreational opportunities.
3. The financial risk of undertaking the sporting or recreational activity and cost to the community is minimised.
4. Activities on the premises cause minimal impact on the surrounding community and amenity of the area.
5. Council's maintenance costs are not excessive and the asset does not deteriorate from over use.
6. Sub-licence fees for use of the premises are proportionate to that of the Lessee or Licensee.

E - POLICY STATEMENT

All sub-licensing of Council premises must comply with the following:

1. All sub-licences must be approved by Council for a term not exceeding that of the Lease or License.
2. Where an ongoing sub-licence arrangement is desired for use of the premises, the Lessee or Licensee must forward full details of the proposal to Council for approval.
3. The Lessee or Licensee is responsible for insuring against loss, damage or public liability associated with sub-licensing the premises.

4. All responsibilities of the Lessee or Licensee shall become responsibilities of the sub-licensee during the period of the sub-licence.
5. Sub-licences must be contracted and executed in the form specified by Council.
6. Approval of sub-licences is at the discretion of Council and will take into account the following factors:
 - Any detrimental effect upon the community or the premises including, but not limited to, deterioration of playing surfaces, damage to buildings or structures, adverse impact or impairment to the amenity of the area or excessive maintenance costs.
 - Sub-licence fees shall not exceed the fees set by Council for the licensee of the premises, on a pro-rata basis.
 - Desirable diversity of sporting and other recreational activities on the premises.
 - Preference for sub-licences will be given to organisations whose principal membership originates within the City of Salisbury.
7. Where any breach of the sub-licence occurs, which is either not capable of being put right, or is not put right within fourteen (14) days from the date of Council's notice to the sub-licensee, identifying the breach and requiring it to be put right, Council may take action against the Lessee or Licensee in accordance with lease or licence conditions relating to a breach of conditions.

F - LEGISLATION

Local Government Act, 1999

Document Control

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