

# Get in the Game

## Land Tenure and Permission to Build

### Land tenure (Ownership) documentation

You must provide the following documentation to submit an application for the funding program:

- Certificate of Title
- Lease or right to occupy
- Land Owner's or Controller's written permission to undertake your project.

### Evidence of land tenure

There are a number of different types of land tenure which clubs can be located on including *freehold land*, *leasehold land* and *reserves for community purposes*.

In many cases, the relevant owner or controller of the club's land will be the local council. It is very common for clubs to be located on freehold land owned by the local council or on a reserve which the local council is responsible for managing as trustee of the reserve.

The documentation required to demonstrate land tenure is a Certificate of Title. This can be obtained by a title/tenure search which will detail the relevant land tenure and the owner(s) or controller(s) of the land.

A title/tenure search can be completed at a Department of Natural Resources and Mines Business Centre. For locations and fees, visit:  
[www.nrm.qld.gov.au/property/titles/searchregisters.html](http://www.nrm.qld.gov.au/property/titles/searchregisters.html)

To carry out a title/tenure search, you will need a suitable property descriptor for your club's land which is either the title reference number or the lot on plan descriptor (e.g. Lot X on CPXXXX).

If you do not know the title reference or lot on plan descriptor for the land, the first step is to get in contact with your local council as they may be able to provide you with this information. It is also advisable to contact council to determine whether or not the project will require development approval.

Alternatively, you can contact your local Sport and Recreation Services advisor on 13 QGOV (13 7468) and they will be able to assist you.

### Evidence of current occupancy arrangement

You will also need to provide a copy of your club's occupancy arrangement with the owner/controller of the land. There are a range of agreement types, but the most common types are either a *lease agreement* or a *permit/right to occupy the land*.

The arrangement must be for a minimum of the timeframe specified in the applicable program guidelines with a commitment to use the land for sport and recreation activities. Should the lease expire within the minimum timeframe, then an additional letter must be provided from the land owner clearly indicating the envisaged future arrangements.

### Land owner's/Controller's permission to build

If you do not own the land, you will need to ensure you have written permission from your land owner/controller to proceed with the construction of your project. This is a separate document to the evidence of current occupancy arrangement.

- If your project is to be constructed on land controlled by an educational institution, you will need support from the school principal/relevant authority or university chancellor in addition to the following:
  - A letter of support for the project from the Regional Facilities Manager, Department of Education, Training; and
  - A commitment to enter into a Community Use Agreement if successful in securing funding.

### Need further information?

For further information on this and other funding programs, go to the following webpage  
[www.qld.gov.au/recreation/sports/funding/getinthegame](http://www.qld.gov.au/recreation/sports/funding/getinthegame)  
or contact your local Sport and Recreation advisor on 13 QGOV (13 7468).