

NOT FOR PROFIT (NFP's) ASSESSMENT CRITERIA

- This Guideline relates to Applicants who identify as Not for Profit operators and are applying to run a commercial operation on Council owned or managed land. It seeks to establish a formalized system to readily quantify whether the nature of the business entitles the Applicant to a discount on associated fees.

APPORTIONING APPROPRIATE LICENCE FEES FOR THE PURPOSE OF THIS GUIDELINE

- Council is entitled to receive license fees from Not for Profit operators operating on Council owned or managed land. Licence fees will reflect an appropriate return to Council and will be set by Council.
- Any operation identifying as a Not for Profit and applying for a licence to run a commercial operation on Council owned or managed land, must complete the Commercial Operator's application form. Once the application form is completed by the Applicant, Council's internal review panel will assess the responses in accordance with the requirements of the NOT FOR PROFIT ASSESSMENT CRITERIA to determine whether the nature of the Applicant's operation and the proposed activity on Council land entitles the Applicant to a reduction of licence and site fees.

The following groups or associations in the Port Stephens LGA are examples of who may apply for Not for Profit discount under this Guideline:

- Not for profit groups
- Government and non- government schools
- Churches
- Community child care centers
- Cultural societies
- Environmental protection societies
- Neighborhood associations
- Public museums and libraries
- Scholarship funds
- Scientific societies
- Scouts
- Sports Clubs
- Surf Lifesaving clubs
- Traditional Service Clubs (including RSL, Rotary, Lions etc)
- Port Stephens Community groups
- Port Stephens based registered charities
- Social Enterprises

The fee-discount arrangement applies to licence administration and site fees only. The discount will not be applied to other associated "operational costs" such as electricity, water use, roadside parking etc.

The completed Commercial Operators application and relevant supporting documents, including Public Liability Insurance, must still be submitted for assessment and approval within specified time frames