

Change of Scheme Operator

Retirement Villages Act 1999 (Part 2, Division 5 Change of scheme operator, and Part 5, Division 1 Operation of schemes for, and management of, retirement villages)

ABN: 86 504 771 740

This form is effective from 1 February 2024

Instructions	This form is to be completed after a • Form 11A Notice of proposal to change scheme operator, and • Form 11 Transition Plan have been completed and lodged with Regulatory Services. Complete this form to advise when control of an existing retirement village scheme transfers from one scheme operator (the former operator) to another (the new scheme operator). Use this form to advise the details of the new scheme operator and/or executive officer/s for a retirement village. Attach extra sheets if necessary. All references to dates should be DD/MM/YYYY Failure to correctly complete this form or provide all information, fees and documents requested, may result in the application being returned to you. Privacy statement—please read The Department of Housing and Public Works is collecting information, including personal information, on this form for the purposes of the <i>Retirement Villages Act 1999 Part 2, Division 5</i>. In accordance with the Act, some personal information and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law. Criminal History Check You will be required to complete a national criminal history check and supply a National Police Certificate for each person whose date and place of birth are requested. To apply go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates. You may be charged a fee.
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Part 1 – Existing Village scheme details (before any change of scheme operator)

Village name and address Please provide details of the village name and its full address.	Village name..... Street address..... Suburb State..... Post Code.....
Registered owners of village land Individual/s Please provide full names of all owners of the village land <u>prior to the change of scheme operator taking effect.</u> Please attach sheet if additional space is required.	Individual/s Owner 1 details Preferred title Mr Mrs Ms Miss Other (specify) Full name Owner 2 details Preferred title Mr Mrs Ms Miss Other (specify) Full name Owner 3 details Preferred title Mr Mrs Ms Miss Other (specify) Full name
Registered owner/s of village land Corporation details Please provide full corporation names of all owners of the village land <u>prior to the change of scheme operator taking effect.</u> In the case of a corporation please provide its ACN and registered business address.	Corporation Corporation / Company name Australian Company Number (ACN) Address of registered office Suburb State..... Post Code.....

Village manager Please provide full details about the existing village manager. In the case of a natural person, the full name, residential address as well as the date and place of birth. In the case of a corporation, its ACN, its registered office, the full name and address of its executive officers, as well as their respective date and place of birth are required. If there is more than one executive officer, please attach an additional sheet with the details of all executive officers.	Individual Preferred title Mr Mrs Ms Miss Other (specify) Full name Street address..... Suburb State..... Post Code..... Phone Email
	Corporation Corporation / Company name Australian Company Number (ACN)
	Contact Person Full name Phone Email

Available accommodation

Please provide details about the type, number, and tenure of accommodation units available in the village.

Accommodation Unit	Freehold	Leasehold	Licence	Other [name]
Independent living units				
Serviced units				
Other [specify]				
Total number of units				

[Note: Specify the number for each type of accommodation unit: Eg 3 independent living freehold units]

Date new operator will commence[DD/MM/YYYY]

Form 11A lodged with chief executive: Date:[DD/MM/YYYY]

Transition Plan Approved: Date:[DD/MM/YYYY]

Part 2 – New scheme operator's details

Completed Forms lodged with the Department	Date new operator will commence[DD/MM/YYYY] Form 11a – Notice of Proposal to Change Scheme Operator Date of Lodgement:[DD/MM/YYYY] Form 11 – Transition Plan Date of Lodgement:[DD/MM/YYYY]
Village name and address Please provide details of the village name and its full address.	Village name..... Street address..... Suburb State..... Post Code.....
New scheme operator Please provide full details about the new scheme operator. In the case of a natural person, the full name, residential address, date and place of birth. In the case of a corporation, its ACN, its registered office, the full name and address of its executive officers, as well as their respective date and place of birth are required. If there is more than one executive officer, please attach an additional sheet with the details of all executive officers.	Individual Preferred title Mr Mrs Ms Miss Other (specify) Full name Street address..... Suburb State..... Post Code..... Phone Fax..... Email Place of birth..... Date of birth.....[DD/MM/YYYY] Corporation Corporation / Company name Australian Company Number (ACN) Address of registered office Suburb State..... Post Code.....
Address for service of documents on the scheme operator Please provide the full address (both physical and postal address) for service of notices and documents.	Street address..... Suburb State..... Post Code..... Postal address..... Suburb State..... Post Code.....

You should complete a copy of this section for each Executive officer of the applicant corporation.
Make as many copies of this page as required.

Part 2 – New scheme operator's details continued	
Executive officer details 'Executive officer' of a corporation means any person who is concerned, or takes part in, the management of the corporation (including a director or company secretary).	Preferred title Mr Mrs Ms Miss Other (specify) Full name Street address..... Suburb State..... Post Code..... Place of birth..... Date of birth.....[DD/MM/YYYY]
Part 3 – Declarations	
Declaration about persons in this application If the answer is YES to any of these questions, please provide full details in an attachment.	Have you or any person mention in this application ever: • been convicted of an offence involving fraud or dishonesty punishable, at the time the conviction is recorded, by not less than three months imprisonment? Yes No • been convicted of an offence involving physical violence to someone else? Yes No
	Is any corporation mentioned in this application? • under the control of a receiver or an external administrator? Yes No • subject to an executive deed of arrangement under Chapter 5 of the <i>Corporation Law</i> or corresponding provisions of the law of the country other than Australia where the administration of the terms of deed has not been finalised? Yes No
	Are you or any person in this application insolvent under administration as provided under the Corporations Law including: • declared bankrupt under the <i>Bankruptcy Act 1966</i>? Yes No • having the status of an undischarged bankrupt? Yes No • having executed a deed of arrangement under the <i>Bankruptcy Act 1966</i> or corresponding provisions of the law of a country other than Australia where administration of the terms of deed has not been finalised? Yes No • having creditors accept a composition under the <i>Bankruptcy Act 1966</i> or corresponding provisions of the law of a country other than Australia where the final payment has not been made under the terms of the composition. Yes No

You should complete a copy of this section for each Executive officer of the applicant corporation.
Make as many copies of this page as required.

Part 3 – Declarations continued	
Criminal history check and fee	Criminal history checks are required in accordance with the legislation as outlined in the <i>Retirement Villages Act 1999</i>. You will be required to complete a national criminal history check and supply a National Police Certificate for each person whose date and place of birth are requested in this form. To apply go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates. You may be charged a fee.
Declaration about this application To be signed by the applicant/s or, in the case of corporation, by two directors or a director and the secretary.	I/We have made appropriate enquiries and to the best of my/our knowledge all details in or with this application have been provided honestly and correctly. Signatory (print name) Signature Date DD / MM / YYYY Signatory (print name) Signature Date DD / MM / YYYY

Part 4 – Village management details

Village manager

Please provide full details about the village manager.

In the case of a natural person, the full name, residential address as well as the date and place of birth.

In the case of a corporation, its ACN, its registered office, the full name and address of its executive officers, as well as their respective date and place of birth are required.

If there is more than one executive officer, please attach an additional sheet with the details of all executive officers

Individual

Preferred title Mr Mrs Ms Miss Other (specify)

Full name

Street address.....

Suburb State..... Post Code.....

Phone

Email

Place of birth.....

Date of birth.....[DD/MM/YYYY]

Corporation

Corporation / Company name

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Australian Company Number (ACN)

Contact Person

Full name

Phone

Email

Part 5 – Lodgment of application

Lodgment

Please lodge the completed application, any supporting documentation and fees, at the address below.

By mail

Regulatory Services

Department of Housing and Public Works

GPO Box 690, Brisbane QLD 4001

Or by email to regulatoryservices@housing.qld.gov.au

Visit www.housing.qld.gov.au call Regulatory Services on (07)3013 2666 or email regulatoryservices@housing.qld.gov.au for more information