



## Notice of proposal to cancel registration

*Retirement Villages Act 1999 (Section 40A)*

ABN: 86 504 771 740

**This form is effective from 11 November 2019**

### About this notice

Under the *Retirement Villages Act 1999* if a scheme operator proposes to close a retirement village scheme by winding down the retirement village scheme or proposes to stop operating the retirement village scheme, including temporarily, the scheme operator must give the chief executive notice about the proposal.

**Note:** Within 28 days of giving this notice to the chief executive (or any extension of the notice period granted by the chief executive), the scheme operator must give each resident of the retirement village a proposed closure plan for the retirement village scheme and a residents meeting notice.

Penalties may apply to scheme operators who do not comply with this requirement.

Date this notice given: ..... DD / MM / YYYY

### Part 1 – Retirement village and scheme operator details

<b>1.1 Retirement village name and location</b>	Retirement village name ..... Street address ..... ..... Suburb ..... State ..... Post Code .....
<b>1.2 Scheme operator details</b>	Name of entity that operates the retirement village (scheme operator) ..... ..... Australian Company Number (ACN) ..... Address of registered office ..... ..... Suburb ..... State ..... Post Code ..... Date entity became operator ..... DD / MM / YYYY
<b>1.3 Contact person</b>	Name of person who the department can contact regarding this notice ..... ..... Phone ..... Email .....

**Part 2 – Proposed closure details**

<b>2.1 Proposed closure type</b>	What type of closure is proposed for the retirement village scheme? Temporary closure Expected length of temporary closure is ..... Permanent closure
<b>2.2 Wind down of operations</b>	Is a wind down of operations to occur as part of a permanent or temporary closure of the retirement village? ..... ..... Note: a wind down refers to when a retirement village scheme gradually reduces village operations ahead of cessation of operations.
<b>2.3 When operations will cease</b>	What is the estimated timeframe or date when the village will cease operations? .....
<b>2.4 Reason for proposed closure</b>	Detail the reasons why the retirement village scheme is closing (e.g. change in land use, financial reasons, tenure change such as leasehold to freehold or community title scheme, changing to an aged care service, temporary closure for development of new retirement village). ..... ..... ..... ..... ..... ..... ..... .....

**Part 3 – Confirmation and signature**

I, (full name) .....  
of (address) .....  
being the scheme operator of the retirement village or the agent/representative of the scheme operator of the retirement village, certify the information in this notice about cancelling registration is correct as at ..... DD / MM / YYYY.  
Position (scheme operator/agent or representative of scheme operator) .....  
Signature ..... Date ..... DD / MM / YYYY

## Part 4 – Lodgement of notice

Please send the completed notice to the chief executive of the Department of Communities, Housing and Digital Economy.

### By mail:

Regulatory Services  
Department of Communities, Housing and Digital Economy  
GPO Box 690  
Brisbane QLD 4001

### By email:

[regulatoryservices@chde.qld.gov.au](mailto:regulatoryservices@chde.qld.gov.au)

If you require any assistance, please phone Regulatory Services on 07 3013 2666.

## Further information

If you would like more information, contact the Department of Communities, Housing and Digital Economy on 13 QGOV (13 74 68) or visit our website at [www.chde.qld.gov.au/regulatoryservices](http://www.chde.qld.gov.au/regulatoryservices)

### Regulatory Services, Department of Communities, Housing and Digital Economy

Regulatory Services administers the *Retirement Villages Act 1999*. This includes investigating complaints and alleged breaches of the Act.

Department of Communities, Housing and Digital Economy

GPO Box 690, Brisbane, QLD 4001

Phone: 07 3013 2666

Email: [regulatoryservices@chde.qld.gov.au](mailto:regulatoryservices@chde.qld.gov.au)

Website: [www.chde.qld.gov.au/regulatoryservices](http://www.chde.qld.gov.au/regulatoryservices)

### Queensland Law Society

Find a solicitor

Law Society House

179 Ann Street, Brisbane, QLD 4000

Phone: 1300 367 757

Email: [info@qls.com.au](mailto:info@qls.com.au)

Website: [www.qls.com.au](http://www.qls.com.au)

### Queensland Civil and Administrative Tribunal (QCAT)

This independent decision-making body helps resolve disputes and reviews administrative decisions.

GPO Box 1639, Brisbane, QLD 4001

Phone: 1300 753 228

Email: [enquiries@qcat.qld.gov.au](mailto:enquiries@qcat.qld.gov.au)

Website: [www.qcat.qld.gov.au](http://www.qcat.qld.gov.au)