

Application to Transfer Licence of Bathing Box associated with an Estate

This form only relates to boatsheds and bathing boxes located on the beaches managed by Council (see list below). Beaches not listed are managed by the relevant Committee of Management.

■ Craigie	■ Moondah	■ Scout
■ Earimil North and South	■ Mt Martha North and South	■ Shelley
■ Fishermans (Mornington & Portsea)	■ Ranelagh	■ Shire Hall
■ Hawker	■ Rosebud (Inc McCrae)	■ Safety Beach
■ Mills	■ Rye	■ Sunnyside

THIS TRANSFER OF LICENCE IS SUBJECT TO COUNCIL APPROVAL

Information regarding Boatshed and Bathing Boxes including policy, construction standards, licence fees and transfer can be located on the Shire website at <https://www.mornpen.vic.gov.au/Your-Property/Boatsheds-bathing-boxes>

PART 1 – DETAILS OF LICENCE TO BE TRANSFERRED

Shire Property Number/Rate Assessment Number

Site Number

Beach

PART 2 – CURRENT LICENCE HOLDER/S – ESTATE NAME

Estate Name/Surnames/Company Name incl. ACN	First and Given names in full	Date of Birth
Postal Address		
		State
		Postcode
Telephone	Mobile	Home
		Work
Email		

Signature/s of Executors according to the Will/Probate and existing/surviving licensee

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

PLEASE ENSURE ALL INFORMATION IS COMPLETED

PART 3 – PROPOSED LICENCE HOLDER/S / EXISTING/SURVIVING AND ALL BENEFICIARIES AS PER THE WILL

Surname (or Company name and ACN, include full director details)	First and Given names in full	Date of Birth
Residential Address		
	State	Postcode
	State	Postcode
Postal Address (if different to above) – THE NOMINATED CONTACT FOR CORRESPONDENCE AND NOTICES		
	State	Postcode
Telephone	Mobile	Home
Work		
Email		

Signature/s of proposed licence holder/s – by signing this form you accept the conditions obligations and responsibility of boatshed/bathing box ownership including ongoing maintenance.

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

PLEASE ENSURE ALL INFORMATION IS COMPLETED – please provide contact details for each party on separate sheet and a certified copy of the following documents must be provided with the allocation of transfer

- **Grant of Probate or Letters of Administration and/or Will**
- **Death Certificate**
- **Photo ID (Drivers License/Passport of each Executor)**
- **Executor Transfer form**

PART 4 – A transfer according to the Will attracts a fee in accordance with 2026/2027 budget through the annual budget process of \$540.

If there is a further transfer from the beneficiaries named in the Will to a future recipient the Transfer fee is calculated on the basis of 6.5% of the Capital Improved Value (as per current annual rate assessment) or a min. of \$4,151 whichever shall be greater.

The Transfer fee must be paid once the transfer application has been reviewed and an invoice issued.

Transfer fee calculation: Capital Improved Value: \$x6.5%	Amount according to interest = \$ (or \$4,151 whichever is greater)
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PART 6 – SUBMIT TRANSFER APPLICATION

Completed transfer application and transfer fee may be presented at Mornington Peninsula Shire offices (Rosebud, Mornington, Hastings) or sent to **Private Bag 1000 Rosebud 3939**
Please direct queries to Property email property@mornpen.vic.gov.au

Information Privacy Declaration

Council is collecting personal information on this form in accordance with its legislative powers and functions and it will only be used and disclosed in accordance with these powers and functions. You may access the information by contacting Council.