



Application to Transfer Licence of Boatshed or Bathing Box 2025/2026

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. This form is not to be used where the licence is to be transferred under a deceased Estate.

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| <ul style="list-style-type: none"> ■ Craigie ■ Earimil North and South ■ Fishermans (Mornington & Portsea) ■ Hawker ■ Mills | <ul style="list-style-type: none"> ■ Moondah ■ Mt Martha North and South ■ Ranelagh ■ Rosebud (Inc McCrae) ■ Rye | <ul style="list-style-type: none"> ■ Scout ■ Shelley ■ Shire Hall ■ Safety Beach ■ Sunnyside |
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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 [Boatsheds & Bathing Boxes - Mornington Peninsula Shire](#)

PART 1 - DETAILS OF LICENCE TO BE TRANSFERRED

Shire Property Number/Rate Assessment Number

Site Number

Beach

PART 2 – CURRENT LICENCE HOLDER/S (SELLER/S)

Surname (or Company name and ACN, include full director details)

First and Given names in full

Date of Birth

Postal Address

State

Postcode

Telephone

Mobile

Home

Work

Email

Signature/s of current licence holder/s

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

PLEASE ENSURE ALL INFORMATION IS COMPLETED

PART 3 – PROPOSED LICENCE HOLDER/S (PURCHASER/S)			
Surname (or Company name and ACN, include full director details)		First and Given names in full	
Residential Address			
		State	Postcode
		State	Postcode
Postal Address (if different to above) – for service of correspondence and notices			
		State	Postcode
Telephone	Mobile	Home	Work
Email			
Signature/s of proposed licence holder/s			
Name	Signature	Date	
Name	Signature	Date	
Name	Signature	Date	
Name	Signature	Date	
PLEASE ENSURE ALL INFORMATION IS COMPLETED – please supply mobile and email for each party			

PART 4 – SALE PRICE	\$
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PART 5 – TRANSFER FEE – 2025/2026 determined through the annual budget process	
The Transfer fee is calculated on the basis of 6.5% of the Capital Improved Value (as per current annual rate assessment) or a minimum of \$4,022.00 whichever shall be greater.	
All rates and charges must be paid in full up to the 30 June 2026 before this application can be approved. Payment of the Transfer fee will be required once the application has been approved. We will send you our Bank Details for payment at the end of the application process.	
Transfer fee calculation: Capital Improved Value: \$ x6.5%	Amount = \$ (or \$4,022 whichever is greater)
TOTAL FEE PAYABLE	= \$

PART 6 – SUBMIT TRANSFER APPLICATION
Completed transfer application to be submitted at a Mornington Peninsula Shire office (Rosebud, Mornington, Hastings), via email property@mornpen.vic.gov.au or sent to Private Bag 1000 Rosebud 3939 Please direct queries to Property 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.