

Chief executive information document for closure and redevelopment plans

ABN: 86 504 771 740

About this template

This template contains additional information required when:

- lodging a copy of an approved closure or redevelopment plan to the chief executive to be kept on record, or
- a proposed closure or redevelopment plan is lodged for the approval of the chief executive.

Under the Act, if a proposed closure or redevelopment plan is approved by residents by special resolution then a copy of the approved plan must be provided to the chief executive within 14 days. A scheme operator must provide a completed copy of this form with the approved plan to the chief executive.

The information you provide assists the chief executive in decision making and provides address information for sending appropriate notifications if the plan is required to be approved by the chief executive. This document does not make up part of an approved plan.

A scheme operator may apply to the chief executive to approve a proposed closure or redevelopment plan where:

- residents voted against the proposed plan
- or the proposed plan was not approved within the period stated in the residents meeting notice (this cannot be less than 21 days).

Section 2.4 of this form

- **is to be completed** where residents voted against approving a plan, or the proposed plan was not approved within the period stated in the residents meeting notice.
- **is not required to be completed** if the scheme operator applies to the chief executive to approve a proposed closure or redevelopment plan that has been approved by the residents.

Part 1 – Type of proposed plan, retirement village and contact person details

1.1 Type of proposed plan	What type of proposed plan is this form related to? Redevelopment Closure
1.2 Retirement village name and location	Retirement village name Street address Suburb State Post Code
1.3 Contact person	Contact person Phone Email

Part 2 – Required information

2.1 Required information

When being sent to the chief executive this form should include:

- information on the outcome of the special resolution vote (see 2.2)
- a summary of feedback received (if any) from residents about why the proposed plan was not approved (if applicable) (see 2.3)
- if residents voted against the approval of the proposed plan or the proposed plan was not approved within the period stated in the residents meeting notice, a list of the unit numbers and street addresses for all accommodation units in the retirement village must be provided (see 2.4).

2.2 Residents meeting for special resolution vote details

2.2.1 Date of the residents meeting DD / MM / YYYY

2.2.2 Date that the residents meeting notice and proposed plan was given to residents DD / MM / YYYY

2.2.3 Did residents meet to vote on the proposed plan by special resolution?

Yes No

2.2.4 How many residents were entitled to vote for the special resolution?

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2.2.5 How many residents, who were entitled to vote, voted to approve the special resolution?

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2.2.6 Was the special resolution approved by residents?

Yes No

2.3 Application to chief executive to approve a proposed plan

2.3.1 Are you applying to the chief executive to have the attached proposed plan approved?

Yes No

2.3.2 Provide a summary of any feedback received from residents about why the proposed plan was not approved.

Provided as attachment

Not applicable

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