

Loan facility application form and Council declaration



Before completing this application form, please call our Local Government Services team on +61 2 9325 9251 to discuss your Council's eligibility to apply for a TCorp loan.

You can complete this form by typing your responses to each question on the screen, printing a copy and providing the necessary signatures.

Alternatively, when completing this form, please use black/blue ink, print in CAPITAL LETTERS and mark the appropriate answer boxes with a tick (✓).

Please email the completed form to:
lgs@tcorp.nsw.gov.au

A. Council details

Council name

Council address

State

Postcode

Work phone number

()

Name of General Manager

Mobile phone number

General Manager email address

B. Loan application contact details

Name of contact for loan application

Position (e.g. Chief Financial Officer, Manager Financial Services)

Email address

Business phone number

()

Postal address

Mobile phone number

State

Postcode

Privacy Collection Statement: TCorp is required to comply with the Information Privacy Principles (**IPPs**) in the *Privacy and Personal Information Protection Act 1998* (NSW) (**PPIP Act**). The IPPs regulate the collection, storage, use and disclosure of personal information held by government agencies. Any personal information you provide to us will be used and disclosed by TCorp only for the purposes for which it has been provided, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

Under the PPIP Act, you have the right to access your personal information held by TCorp, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances, for example if it is inaccurate. TCorp’s Privacy Statement can be accessed **here**.

Please note: By providing your email address, you agree that we may provide you with information, including statements, transaction confirmations, reporting and other investor communications relating to your account via email or other electronic form. From time to time, we may still need to send you communications in the post.

C. Purpose of loan facility

Loans provided by TCorp are only permitted to be used for community infrastructure works which have a non-commercial purpose. This may include any of the asset classes listed below.

Asset class	Details	Amount
Buildings		
Roads		
Water		
Sewer		
Drainage		
Other (please specify)		
Total		

D. Proposed loan facility details

Financial year	Total Council capital expenditure programme (CAPEX)
Total borrowings required	Total number of TCorp loans required

E. Loan details

1. Loan	2. Loan
Loan amount ¹	Loan amount ¹
Loan type ²	Loan type ²
Interest rate type ³ Fixed interest rate	Interest rate type ³ Fixed interest rate
Term	Term
Payment frequency Quarterly Semi-annual	Payment frequency Quarterly Semi-annual
Anticipated drawdown date	Anticipated drawdown date
3. Loan	4. Loan
Loan amount ¹	Loan amount ¹
Loan type ²	Loan type ²
Interest rate type ³ Fixed interest rate	Interest rate type ³ Fixed interest rate
Term	Term
Payment frequency Quarterly Semi-annual	Payment frequency Quarterly Semi-annual
Anticipated drawdown date	Anticipated drawdown date

¹ All loans must be for a minimum of \$1,000,000.

² Amortising loans are available for terms between 3 and 20 years. Principal at maturity loans are available for terms between 3 and 10 years in specific circumstances only. Please contact the Local Government Services team to discuss principal at maturity loans.

³ TCorp only provides fixed rate loans.

F. Current/pending legal actions

Does Council have any current or pending legal actions that may impact future cash flows? Yes No

If yes, please provide details below:

G. Additional information

Please provide any other relevant information/further project details below:

H. Required documents checklist

The following documents containing the specified details, must be included when submitting this form. If you do not have any of the following documents, please contact the Local Government Services team.

Document	Details	Included
Council declaration for TCorp loan facility application (located on page 6 of this form)	To be signed by the Mayor and General Manager or a duly authorised delegate acceptable to TCorp.	Yes
Resourcing strategy document and long-term financial plan (LTFP) in Microsoft Excel format for all funds, including indexation assumptions	Has an explanation been provided (in the LTFP or separate document) for the key assumptions and any large fluctuations in forecast line items, for the next 10 financial years?	Yes
- Consolidated	Have the proposed borrowings and project expenditures been included in the LTFP?	Yes
- General fund		
- Water fund (if applicable)	Has the LTFP been adopted by Council?	Yes
- Sewer fund (if applicable)		
Other integrated planning and reporting documents	Are the proposed projects included in the strategic plans and programmes?	Yes
- Operating plan and delivery programme	Have the proposed projects formed part of the community consultation process?	Yes
- Asset management plan		
- Community strategic plan		
- Other strategic plans (if applicable)	Has a native title risk assessment been conducted on any relevant land which may be developed or in any way affected by the loan purpose(s) and associated developments (where applicable)?	Yes N/A
10-year Capital expenditure programme (CAPEX)	Provide a list of the CAPEX that Council expects to incur over the next 10 financial years, split between new and renewal projects and projects that are rolling forward.	Yes
Loan repayment schedule	Has Council included the repayment schedule of all its existing and forecast borrowings (including borrowing rate assumptions)?	Yes
Extract of minutes	Have the proposed borrowings been approved by Council?	Yes
Investment report	Current list of investments to be provided in Microsoft Excel format.	Yes
Externally restricted cash	Schedule of external cash restrictions forecast by project or type. Where external restrictions are related to the projects subject to this loan application, please specify.	Yes
Capital expenditure review	To be included for projects forecast to exceed \$10mn (GST inclusive), and/or projects forecast to cost 50% or greater than Council's annual CAPEX, unless exempt under the Office of Local Government (OLG) Capital Expenditure Guidelines. This should include the response letter from the OLG confirming that the documents meet the relevant criteria of its Capital Expenditure Review Guidelines.	Yes N/A

Contact details

Local Government Services team

Telephone +61 2 9325 9251

Email lgs@tcorp.nsw.gov.au

www.tcorp.nsw.gov.au

Council declaration for TCorp loan facility application

When completing this form, please use black/blue ink, print in CAPITAL LETTERS.

The form must be signed by the Council Mayor and General Manager.

Please scan and email the completed form to:
lgs@tcorp.nsw.gov.au

Important information

For the purpose of executing this application form, the Mayor and General Manager of Council, or a duly authorised delegate acceptable to TCorp, are required to sign. Please provide evidence of the duly authorised delegate to sign on behalf of Council.

I/We declare that:

- All details in this form are true and correct.

Mayor

Name

Signature

Date (DD/MM/YYYY)

General Manager

Name

Signature

Date (DD/MM/YYYY)

Contact details

Local Government Services team

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