

# Loan facility application form and Council declaration

**tcorp**

Before completing this application form, please call our Local Government Services team on +61 2 9338 9157 to discuss the process 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**

Alternatively, if you already have an account manager at TCorp, please email the completed form directly to that person, and copy to the email above.

## Privacy Collection Statement:

When you complete and submit this form on behalf of your Council, we will collect personal information in relation to each individual named (including their name, signature and contact details). You don't have to provide us with this personal information but if you elect not to, we will not be able to progress this application.

If you provide personal information to us about another person using or named in this form, you must ensure that you have received permission to collect, use, and share, their personal information in accordance with our Privacy Statement (<https://tcorp.nsw.gov.au/privacy-statement/>).

## A. Council details

Council name

Council address

State

Postcode

Work phone number

(            )

Name of General Manager/CEO (delete as appropriate)

Mobile phone number

General Manager/CEO email address

**B. Loan application contact details**

Name of contact for loan application

Position (e.g. CFO, Manager Financial Services)

Email address

Business phone number

Postal address

( )

Mobile phone number

State

Postcode

**C. Proposed loan facility details**

Financial year of expected loan/s

Total Council capital expenditure programme (CAPEX)

Total borrowings required

Total number of TCorp loans required

**D. Loan Purposes and Loan Types**

When providing your loan details, note the following criteria:

1. TCorp has some limitations on the permitted use of our loans. Approved purposes may include infrastructure, community infrastructure, property, buildings, plant and equipment. Please contact us if you are unsure whether the proposed purpose for your borrowing fits within the terms of our program.
2. Refinancing of existing loans may be acceptable provided the original purpose is within the approved categories, and provided the refinancing occurs on maturity or an interest rate conversion or rate reset due (fixed to variable or fixed to new fixed rate).
3. TCorp primarily provides fixed rate loans. Variable rate loans may be available in limited circumstances, and are only available for "bullet" repayment/interest only loans. Contact us in advance if this is your requirement.
4. TCorp primarily provides fully amortising P&I/"credit foncier" style loans. "Bullet" repayment (interest only loans) may be available in limited circumstances. Contact us in advance if this is your requirement.
5. Partially amortising or "balloon" repayment loans are not currently available.
6. Generally, the proposed loan term should be appropriate for the purpose of the loan (i.e. liability should match the life of the asset/s).
7. Multiple purposes (and amounts) may be aggregated into a single loan, provided the proposed term is the same.

## E. Loan details

### 1. Loan

Loan amount<sup>1</sup>

Loan type<sup>2</sup>

Fully amortising P&I      Interest only

Interest rate type<sup>3</sup>

Fixed interest rate      Variable interest rate

Term

Payment frequency

Quarterly      Semi-annual

Anticipated drawdown date/s

Loan purpose

### 2. Loan

Loan amount<sup>1</sup>

Loan type<sup>2</sup>

Fully amortising P&I      Interest only

Interest rate type<sup>3</sup>

Fixed interest rate      Variable interest rate

Term

Payment frequency

Quarterly      Semi-annual

Anticipated drawdown date/s

Loan purpose

### 3. Loan

Loan amount<sup>1</sup>

Loan type<sup>2</sup>

Fully amortising P&I      Interest only

Interest rate type<sup>3</sup>

Fixed interest rate      Variable interest rate

Term

Payment frequency

Quarterly      Semi-annual

Anticipated drawdown date/s

Loan purpose

### 4. Loan

Loan amount<sup>1</sup>

Loan type<sup>2</sup>

Fully amortising P&I      Interest only

Interest rate type<sup>3</sup>

Fixed interest rate      Variable interest rate

Term

Payment frequency

Quarterly      Semi-annual

Anticipated drawdown date/s

Loan purpose

<sup>1</sup> All loans must be for a minimum of \$1,000,000.

<sup>2</sup> Fully 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. Contact the Local Government Services team to discuss principal at maturity loans.

<sup>3</sup> TCorp primarily provides fixed rate loans. Variable rate bullet or interest only loans are available in certain circumstances. Contact the Local Government Services team to discuss the availability of variable 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, including estimate of impact and any provisions which have been made:

## **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
<b>Council declaration for TCorp loan facility application (located on page 7 of this form)</b>	To be signed by the Mayor and General Manager/CEO or a duly authorised delegate acceptable to TCorp.	Yes
<b>Resourcing strategy document and long-term financial plan (LTFP) in Microsoft Excel format for all funds, including indexation assumptions</b> <ul style="list-style-type: none"> <li>- Consolidated</li> <li>- General fund</li> <li>- Water fund (if applicable)</li> <li>- Sewer fund (if applicable)</li> </ul>	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
	Have the proposed borrowings and project expenditures been included in the LTFP?	Yes
	Has the LTFP been adopted by Council?	Yes
	Please provide the latest adopted LTFP, together with the most recent up to date additional information, e.g. draft LTFP yet to be presented to Council or draft LTFP on public display, Quarterly Business Reviews since the date of the last adopted LTFP. Please provide any additional comments on the status of the information in section G.	
<b>Other integrated planning and reporting documents</b> <ul style="list-style-type: none"> <li>- Operating plan and delivery programme</li> <li>- Asset management plan</li> <li>- Community strategic plan</li> <li>- Other strategic plans (if applicable)</li> </ul>	Are the purposes for loans included in the strategic plans and programmes?	Yes
	Have the proposed purposes formed part of the community consultation process?	Yes
	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
<b>10-year Capital expenditure programme (CAPEX)</b>	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
<b>Loan repayment schedule</b>	Has Council included the repayment schedule of all its existing and forecast borrowings (including borrowing rate assumptions)?	Yes
<b>Extract of minutes</b>	Have the proposed borrowings been approved by Council?	Yes
	Do Council minutes specifically approve the project purpose and amount for borrowings?	Yes
	Please note that if the application is successful, TCorp will also require an extract of minutes approving execution of the loan agreement, and confirming who is authorised to execute on behalf of Council.	

## H. Required documents checklist continued

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
<b>Investment report</b>	Is the most recently endorsed Investment Policy attached?	Yes
	Current list of investments to be provided in Microsoft Excel format	Yes
<b>Externally restricted cash</b>	Schedule of external cash restrictions forecast by project or type. Where external restrictions are related to the purposes subject to this loan application, please specify.	Yes
<b>Capital expenditure review</b>	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
<b>Competitive Neutrality Assessment and Compliance</b>	A competitive neutrality assessment has been conducted, and all relevant laws, applicable government policies and guidelines have been, and will continue to be, complied with.	Yes N/A

### Contact details

[Local Government Services team](#)

**Telephone** +61 2 9338 9157

**Email** [lgs@tcorp.nsw.gov.au](mailto:lgs@tcorp.nsw.gov.au)

[www.tcorp.nsw.gov.au](http://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 BOTH the Council Mayor and General Manager/CEO.

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

## Important information

For the purpose of executing this application form, and making the Council Declaration, the Mayor and General Manager/CEO of Council, or a duly authorised delegate acceptable to TCorp (evidenced by Minutes of a resolution or otherwise 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 and information provided to TCorp with this application are true, correct and current, and that all confirmations and statements in this application form are true and correct.

Mayor

Name

Signature

Date (DD/MM/YYYY)

General Manager/CEO (delete as appropriate)

Name

Signature

Date (DD/MM/YYYY)

## Contact details

Local Government Services team

**Telephone** +61 2 9338 9157

**Email** lgs@tcorp.nsw.gov.au

[www.tcorp.nsw.gov.au](http://www.tcorp.nsw.gov.au)