

# Application - Tourism Development Loan Scheme

## Form Preview

### Eligibility Checklist

\* indicates a required field

**Before proceeding with this application, please ensure that you meet all eligibility criteria in the Program [Guidelines](#)**

**If you are unsure about your eligibility, please contact Business Tasmania on 1800 440 026 or [ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)**

**If any information supplied is incorrect your application may be deemed ineligible.**

**To be eligible for a loan, your business will: \***

- Hold an active Australian Business Number (ABN) and be registered for Goods and Services Tax (GST).
- Already operate within the tourism industry, or alternatively demonstrate significant past tourism and/or business experience, and demonstrate the skills and experience necessary to manage the operation of the product or experience.
- Clearly demonstrate an ability to service the loan.
- Clearly demonstrate a satisfactory ability to meet project contingencies and cost overruns.
- Demonstrate the loan supports Tasmanian employment, and that Tasmanian labour and materials will be used wherever possible to complete the project.
- Clearly demonstrate that the financial assistance from the Tasmanian Government sought under this program is needed to support the improvement or development of the product or experience.

At least 6 choices must be selected.

### Important

- Applicants should certify that they meet the eligibility criteria using the above checklist. **Providing false or misleading information may result in the loan being repayable on demand if approved.**
- Loan reviews may be conducted to confirm that loan funds have been used for the approved loan purpose. If the loan has not been utilised in accordance with the loan purpose, the loan may become repayable immediately and or the loan interest rate concessions removed.
- The department reserves the right at any time to vary these guidelines, the eligibility criteria or any other documented rule or procedure relating to the scheme. Any announcement will be published on the department's website.
- Meeting the eligibility criteria and applying for a loan does not guarantee loan approval.

**Please refer to the ineligible applicant criteria on page 3 (5.1) of the Program Guidelines and confirm that your business: \***

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- Is not a public company under the meaning as defined in the Corporations Act 2001. Not-for-profit public companies are eligible.
- Is not a state, federal or local government body, government agency or government business enterprise.
- Is not under external administration or subject to bankruptcy or similar proceedings.
- Does not have an unsatisfactory statutory payment or lodgement record.
- Does not have an annual turnover of less than \$75 000 (or projects to have an annual turnover of less than \$75 000).
- Is not submitting an application as a third party on behalf of a business owner.

At least 6 choices must be selected.

### **Please refer to the ineligible uses of loan funds criteria on page 3 (5.2) of the Program Guidelines and confirm that loan funds are: \***

- Not funding equipment purchases including, but not limited to, new vehicles, machinery and vessels that are able to be financed commercially through banks, equipment financiers or other private sector financiers.
- Not funding working capital.
- Not funding projects related to residential dwellings marketed primarily on sharing economy platforms.
- Not funding works that have already been completed.
- Not funding the purchase or development of land and buildings or equipment for speculative sales purposes.
- Not funding a business acquisition.
- Not funding the refinancing/repayment of existing debt, creditors or other statutory or legal payment obligations.
- Not funding activities for which funding has already been approved from the Australian and/or Tasmanian Governments.

At least 8 choices must be selected.

## Applicant Details

\* indicates a required field

### **Type of entity \***

- Company
- Partnership
- Trust
- Sole trader
- Incorporated association
- Other:

If a trust please attach Trust Deed on attachment page

### **Full legal name of the applicant (borrowing entity) \***

- Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the legal entity.

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### Trading name

If different from Legal name

### Applicant's ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

### Business address \*

Address

  

Must be an Australian post code

### Business postal address (if different from business address) \*

Address

  

### Business email \*

### Business phone number \*

### Business website

### In which tourism industry sector does your business operate? \*

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- Accommodation
- Cultural Activities, Arts & Events
- Travel & Tours
- Agri-Tourism
- Sustainable Tourism
- Aboriginal Cultural Tourism
- Rural Tourism
- Adventure Tourism
- Ecotourism
- Hospitality (food & beverage)
- Educational Tourism
- Other (please specify)

At least 1 choice must be selected.

**if other, please specify**

**In which local government area is your business located? \***

### Principal Contact Information

**Principal contact \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Principal contact e-mail \***

**Principal contact phone number \***

**Principal contact's role within the business**

### Bank Account Details

In the event that the loan proceeds the following details are required.

**Name of Bank or Financial Institution \***

**Business bank account details (for EFT deposit loan of funds, if approved) \***

Account Name

BSB Number

Account Number

<input type="text"/>	<input type="text"/>
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Must be a valid Australian bank account format.

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**I declare the above details are accurate and are for the eligible business bank account. \***

- Yes  
 No

At least 1 choice and no more than 1 choice may be selected.

**If the bank account details differ from the applicant's name, please provide an explanation or the application may be declined**

## Business Background

\* indicates a required field

**Tell us about your business and its background. \***

Word count:

Must be no more than 250 words.

**Tell us about the tourism and/or business experience of the owners. \***

Word count:

Must be no more than 250 words.

**Please provide details of any financial assistance you have received from the Tasmanian and Australian Governments, your bank and your landlord due to COVID-19. \***

Word count:

Must be no more than 150 words.

**Are your Australian Tax Office (ATO) lodgements and payments up to date? \***

- Yes  
 No

**Do you have any ATO payment plans in place?**

- Yes  
 No

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**Please add any comments regarding ATO position below.**

Word count:

Must be no more than 100 words.

## Loan Request

\* indicates a required field

### Details of Loan

The department may require more detailed information regarding your loan request during assessment.

The amount and term of your loan may be negotiated with you if your application is recommended for support.

**Loan amount \***

\$

The minimum loan amount is \$50 000 and the maximum loan amount is \$2 million.

**Loan term (years) \***

The maximum loan term is 5 years.

**Purpose of the loan funds. \***

Word count:

Must be no more than 250 words.

Please provide a summary of how the loan funds will be used, itemising individual costs where appropriate.

**Please outline why a concessional loan under this scheme is needed to support your project. \***

Word count:

Must be no more than 150 words.

**Please outline how your project supports Tasmanian employment, and how Tasmanian labour and materials will be used, wherever possible, to complete the project. \***

Word count:

Must be no more than 150 words.

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Please detail below how the project aligns with the Tasmanian brand, and the vision and priorities of the T21 Visitor Economy Action Plan 2020-22 (refer to [www.brandtasmania.com](http://www.brandtasmania.com) and [www.t21.net.au/](http://www.t21.net.au/))

\*

Must be no more than 200 words.

## Credit History

### List of existing business loan facilities

Click the 'Add more' button at the bottom to add more loan facilities.

**Name of financial institution or lender**

**Type of loan**

**Limit (\$)**

**Amount owing (\$)**

**Interest rate (%)**

**Repayment amount**

Must be a dollar amount.

**Repayment frequency**

**Expiry of loan**

Must be a date.

**Balloon payment details**

Must be a dollar amount.  
(If applicable).

## Business Plan and Loan Security

\* indicates a required field

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### Business Plan

**Do you have an existing business plan? \***

- Yes  
 No

If yes, attach below. If no, provide information in business plan fields below.

**Please attach your business plan \***

Attach a file:

### Business Information - Please address the following in your response below:

- Your main business activities
- How long has your business been operating?
- How many full, casual & part-time employees are employed by your business?

\*

Word count:

Must be no more than 250 words.

### Operation Assessment

- Operating structure detailing who does what in terms of labour and with regard to decision making
- Operating infrastructure, plant and equipment – condition and adequacy for operation
- Relevant licences/contracts such as supply or sales contracts.

**Please provide an operational assessment of your business \***

Word count:

Must be no more than 250 words.

### Risk Analysis

- Risks facing the existing business
- How these risks will be managed
- What risk management practices do you have in place that increase productivity and long term commercial viability of the business
- Environmental factors



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### Please provide risk analysis relating to your business \*

Word count:  
Must be no more than 250 words.

### Future Strategy

- What strategy is proposed to repay debt and improve or maintain commercial viability?

### Please explain your future strategy \*

Word count:  
Must be no more than 250 words.

### Loan Security

Loan security must be to the satisfaction of Tasmania Development and Resources (TDR).  
Loan security must include freehold security up to a maximum Loan to Valuation Ratio (LVR) of 80 per cent.  
Other security requirements may include Directors Guarantees, General Security Deeds and any other security particular to your request.  
A registered valuation may be required at the applicant's expense.  
Please list below proposed freehold loan security:

Description of asset(s)	Owner of asset	Value	Method of valuation
			Examples: Government valuation, registered valuation, owners estimate.
		\$	
		\$	
		\$	

### Attachments

\* indicates a required field

**These attachments are required and further information may be requested by the department at any stage during assessment of your application.**

**Financial statements for 2019 and 2021 financial years, and 2021 if available \***

Attach a file:

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If your accountant is yet to prepare 2020-21 financial statements please provide management accounts from Xero, MYOB or equivalent.

### **Year to Date (from 1 July 2021) profit and loss and balance sheet (Xero, MYOB or equivalent) \***

Attach a file:

### **Cash flow budget for the financial years 2022 to 2024 (minimum requirement) or over the term of the loan. \***

Attach a file:

### **Business tax returns for 2019 and 2020, and 2021 if available \***

Attach a file:

Please provide underlying assumptions where budget varies significantly from prior years results. Multiple file attachments can be added.

### **List of aged creditors and debtors \***

Attach a file:

Creditors refers to who you owe money to and debtors refer to who owes you money

### **ATO integrated client account for the previous 12 months \***

Attach a file:

You may need to contact your accountant or bookkeeper for this report

### **Individual income tax returns for each Sole Trader/ Partner/ Director for 2019 and 2020, and 2021 if available \***

Attach a file:

### **Any additional supporting evidence that may be relevant**

Attach a file:

This includes any regulatory approvals obtained.

Please use fillable Statement of financial position template - download [here](#)

### **Statement of financial position for Sole Trader/ Partner/ Director. \***

Attach a file:

A minimum of 1 file must be attached.

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In order to assess this application the department will require statements of financial position and individual tax returns from each director.

### **Attach a trust deed (and any amendments) if your business is a trust**

Attach a file:

Multiple file attachments can be added.

### Drivers Licence

Attach a copy of the driver's licence for the key people:

- Sole trader – attach driver's licence of Sole Trader
- Partnership – attach driver's licence for each Partner
- Company, or trust with a company trustee – attach driver's licence for each Director
- Trust with individual trustee – attach driver's licence for each Trustee

\*

Attach a file:

## Declaration and Privacy Statement

\* indicates a required field

### **APPLICANT DECLARATION - Applicant to read and complete**

#### **Right to Information**

Information provided to the Department of State Growth and details of any financial assistance package may be subject to requests for public disclosure under the *Right to Information Act 2009 (Tas)* and may, where the department deems appropriate, be disclosed in accordance with the Act.

#### **Personal Information Protection**

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004 (Tas)* and the *Privacy Act 1988 (Cth)*. The personal information collected here will be used by the Department for the purpose of assessing this application. Failure to provide this information may result in the Department being unable to assess the application or the application not being approved or records not being properly maintained. The Department may also use the information for related purposes or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

I/we acknowledge 'Right to Information' and 'Personal Information Protection' clauses. I/ we authorise my/our personal information to be collected, used, exchanged or disclosed as outlined above.

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I/we have read and understood the Tourism Development Loan Scheme Guidelines and obtained clarification where needed.

I/we have read the eligibility criteria for the program and declare that to the best of my/our knowledge the business is eligible under the program criteria. I/we also declare that the information given in this form is true and correct to the best of my/our knowledge.

I/we hereby authorise and direct my/our solicitor, accountant, commercial lender/banker or other person acting on my/our behalf to supply the Department of State Growth with any further information it may require.

I/we also declare that the business is financially viable and is not under external administration or bankruptcy.

I/we also declare that the credit to be provided to me/us is to be applied wholly for the approved purpose.

I/we hereby authorise the Department of State Growth to undertake all necessary credit checks, company searches as it determines necessary and have discussions with our financiers.

I/we understand that this application is made at my/our own cost and risk, that the assessment of successful applicants is at the absolute discretion of the Department of State Growth and that this application remains the property of the Department of State Growth.

The Department of State Growth has the right to accept the authority of the undersigned as conclusive evidence of that person's authority to execute this application on behalf of the applicant.

**I am authorised to complete this application and have read and understood the declaration and privacy statement \***

Yes

**Authorised person's name \***

Title

First Name

Last Name

**Position held \***

**Date of declaration \***