



## NATIONAL FINANCIAL MANAGEMENT COMMITTEE

### APPLICATION PROCEDURES

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#### TRANSACTIONS GOVERNED BY NFMC

**Units of the Association must have the express approval of Central Council prior to any property related transactions including the letting of real property.**

**The authority to approve such transactions is delegated by Central Council to the National Financial Management Council, a sub-committee of An Coiste Bainistí.**

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#### LEASING OR LICENCING OF REAL PROPERTY – Approval Process Guide

Any unit proposing to let real property is required to submit a formal application to the **County Committee** for approval. The sanctioned application is then required to be submitted to the **Provincial Council** for their recommendation before submission to the **NFMC**.

The club may be required to attend a meeting of the NFMC to present the application. Alternatively a representative of the NFMC will be delegated to meet with the club to discuss in detail the proposals prior to submission to Croke Park. In the interest of expediency this meeting may take place in conjunction with the aforementioned meeting of the provincial council.

The required application form is attached. The application **must** be accompanied by the following, where applicable:

- Up to date copy of the deed of trust vesting the property in the association
- Business plan detailing proposed utilisation of the property
- Future cash flow projections for the unit
- Financial statements of the unit
- Detailed maps of the property at issue
- Copy of the proposed lease agreement
- Evidence that the letting has been approved at a general meeting of the unit (i.e. minutes of the club executive meeting)
- Details of the proposed utilisation of the leased property
- Details of the legal and financial status of the tenant
- Details of the insurance status of the tenant (copy of tenant's insurance policy required)
- Copy of the club's Safety Statement
- Evidence of legal advice obtained by the club specifying precisely the rights and obligations conferred on each party under the agreement

Specifically the agreement must be for no longer than 4 years 9 months or at least include a break clause. In cases in which the term is longer than 4 years 9 months a **Deed of Renunciation** must be completed.

Notwithstanding prior approval by the county committee or provincial council, NFMC has the right to deny consent or to impose conditions upon the parties. The unit will be notified in advance of the NFMC meeting which will consider the proposal, and notified of the requirement to attend if relevant. The decision of the NFMC will be notified to the unit in writing within 10 working days of the meeting, and copied to the county and provincial bodies involved.



**APPROVAL FORM  
LEASE OR LICENSE  
BY A UNIT OF THE ASSOCIATION**

CASE REFERENCE

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**CLUB/COUNTY DETAILS**

1 CLUB/COUNTY NAME:	_____
2 ADDRESS:	_____
	_____
3 SECRETARY'S NAME:	_____
SECRETARY'S ADDRESS:	_____
	_____
	_____
CONTACT NUMBER:	_____

**PROPERTY DETAILS**

4 AREA (ACRES):	_____
5 ADDRESS:	_____
	_____
6 CURRENT USE:	_____
	_____
7 LETTING AGENT:	_____
	_____
8 TENANT:	_____
	_____
9 PROPOSED USE:	_____
	_____

**SEE OVERLEAF**



**APPROVAL FORM  
LEASE OR LICENSE  
BY A GAA UNIT PROPERTY**

CASE REFERENCE

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**LEGAL DETAILS**

10 PROPERTY TRUSTEES:	_____
	_____
	_____
	_____
	_____
11 DATE OF TRUST DEED:	_____
12 LEGAL ADVISOR:	_____
13 ANNUAL RENT:	_____
14 TERM OF LEASE:	_____

**APPROVAL DETAILS (Signature & Date)**

15 CLUB SECRETARY	_____	_____
16 COUNTY BOARD	_____	_____
17 PROVINCIAL COUNCIL	_____	_____
18 NFMC	_____	_____

**CHECKLIST: ITEMS THAT MUST ACCOMPANY THIS APPLICATION**

1 COPY OF DEED OF TRUST VESTING THE PROPERTY	<input type="checkbox"/>
2 DETAILED MAP OF PROPERTY	<input type="checkbox"/>
3 BUSINESS PLAN	<input type="checkbox"/>
4 FINANCIAL STATEMENTS OF THE UNIT	<input type="checkbox"/>
5 FUTURE CASH FLOW PROJECTIONS OF THE UNIT	<input type="checkbox"/>
6 COPY OF PROPOSED LEASE/LICENCE AGREEMENT	<input type="checkbox"/>
7 MINUTES OF THE UNIT'S MEETING APPROVING THE LEASE/LICENCE	<input type="checkbox"/>
8 TENANT'S INSURANCE DETAILS (COPY OF INSURANCE POLICY)	<input type="checkbox"/>
9 COPY OF THE UNIT'S SAFETY STATEMENT	<input type="checkbox"/>
10 COPY OF PROPOSED DEED OF RENUNCIATION	<input type="checkbox"/>