

Gold Coast local supplier list

Your Statutory Declaration must be signed before a qualified witness. Please use the checklist below to ensure the required information has been included.

The submitted Statutory Declaration will only be considered if includes all required information and submitted via the eMarketplace website (via VendorPanel).

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Queensland Government Template

The Queensland Government Statutory Declaration template can be found on the Queensland Courts website: https://www.courts.qld.gov.au/_data/assets/pdf_file/0004/88555/gen-f-qld-stat-dec.pdf.

Checklist		
1.	I have declared my position in the organisation	<input type="checkbox"/>
2.	I have included the location of the business	<input type="checkbox"/>
3.	I have included what kind of business is being undertaken at the location	<input type="checkbox"/>
4.	I have included how many employees work from this location	<input type="checkbox"/>
5.	I have included how many days a week my business is conducted at this location	<input type="checkbox"/>
6.	Other relevant details	<input type="checkbox"/>

Scenario examples:

1. Shared office space on the gold coast including lease, sublease, in-kind lease
2. Virtual office
3. Temporary office
4. Home office

Statutory Declaration wording example:

I, (your full name) of (your address), in The State of Queensland do solemnly and sincerely declare that:

1. *I am the Owner/Director/Partner/Employee of (include organisation/company name).*
2. *The location of this business is (location).*
3. *The type of business activity conducted at this location is (business activity).*
4. *(Amount) of employees work from this location.*
5. *(I/how many employees) work from this location (amount) of days per week*

Signature and witness signature block