

WAVERLEY COUNCIL

Location 55 Spring St, Bondi Junction
Post PO Box 9, Bondi Junction NSW 2022
Website <http://www.waverley.nsw.gov.au>
See overleaf for phone, fax and email



**APPLICATION FOR PERMIT FOR
USE OF PUBLIC OPEN SPACE**

Note See the other side of this form for notes on activities requiring permits and application procedures.
Submission of this form does not guarantee approval. Council may contact you for further information.

Applicant Name.....
Position.....Company.....
Address.....
Telephones: Day.....A/Hrs.....Mob.....Fax.....
Email.....Website.....

Location
.....
.....
For details of available open space venues see Council's website or call a Council officer (details overleaf).

Activity Nature of activities *Attach extra material as necessary*.....
.....
.....
.....
Date(s)..... No. of People.....
Times From.....To.....
Equipment / props / structures / special requirements *Attach extra material as necessary*.....
.....
.....

Insurance All applicants for filming or photography, or other activities as required by Council, must hold Workers Compensation Insurance and provide a Certificate of Currency showing possession of \$10 million Public Liability Insurance covering the period of activity and naming Waverley Council as an interested party.

Privacy The personal information supplied on this form is required in order to provide the service requested. It will be used by Council staff and stored in our record system for only as long as necessary. During this time it can be accessed and amended by you, and will only be given to third parties with your consent or as required by legislation.

Agreement As the applicant or authorised agent of the applicant, I agree to comply with the terms stated on this form.

Signature..... Date.....

Please note: unsigned applications may not be processed.

OFFICE USE Fee \$..... 'Hire Fees' Invoice No. EP Event No. SD No. Permit TRIM By.....
 Permit Diary Paid on..... Rec no. Permit sent on..... By.....

APPLYING FOR PERMITS FOR USE OF PUBLIC OPEN SPACE

Activities requiring permit

- Film and photography.
- Organised sport.
- Picnics or other informal gatherings of over 50 people.
- Wedding ceremonies.
- Erection of any structures, including marquees, jumping castles, etc.
- Use of any equipment, including barbecues, public address systems, scaffolding, etc.
- Corporate promotion, product sale, charity events.
- Fitness training: use *Use of Public Open Space; Fitness Groups & Personal Trainers* form.

If unsure whether a permit is required, please call the relevant officer as listed below.

Please note that users of Council property can be asked by Council officers to produce a valid permit.

Film Protocol

In 2000 the NSW Department of Local Government introduced guidelines for the film permit application process. The Protocol may be viewed at <http://www.dlg.nsw.gov.au/Files/Information/film2.pdf>. Adherence to the Protocol is optional.

Fees

Any fees must be paid before the event date. For current fees see the Pricing Policy on our website or contact the relevant officer. Eligibility for discounts must be proven by appropriate documentation. Applications lodged less than 5 working days before the date of use may incur a short notice fee. Administration fees and short notice fees are non-refundable.

Application and approval procedure

- Complete and submit this application form, attaching any required or relevant material.
- Do not attach payment.
- The assessing officer will contact you to arrange payment and/or obtain further information, etc.
- Do not proceed with activities until either in possession of a permit or advised that no permit is required.
- The full procedure is described in Council's Hire of Public Open Spaces Policy.

General conditions

Signing the application form means agreeing to:

- Pay all fees stated in the Pricing Policy (including administration, location and short notice fees) before the event.
- Comply with the insurance requirements stated overleaf.
- Either comply with all conditions on the permit or not use the proposed location.

Specific Conditions

Note: Each permit sets specific conditions which may include the following and/or others at Council's discretion.

- The permit and receipt are to be presented upon request on site at the time of use.
- The permit applies to use of the beach/park/street generally and gives no exclusive rights to use of any particular area.
- All Council signs and all directions from Council or Police officers or other authorities must be obeyed.
- It is the applicant's responsibility to identify and obtain any permits required by authorities other than Council.
- Activities may not commence before 7am.
- Every care must be taken not to damage Council property.
- Permit holders must reimburse Council within 10 working days for any costs incurred by damage, etc.
- Vehicles must be used or parked within carparks or roadways and not on promenades, paths, beaches or reserves.
- Normal vehicular and pedestrian access must not be impeded at any time.
- Any cabling must be covered or strung so as to facilitate safe and normal traffic.
- Activities in cemeteries must immediately cease and give way to funerals or other normal cemetery use.
- Inscriptions on private headstones, vaults, etc in cemeteries must not be filmed or photographed.
- Use of any machinery, amplification or lighting must be controlled so as not to constitute a nuisance for others.
- Sale, use or free distribution of alcohol is not permitted.
- No barbecue or other cooking equipment is permitted.
- The area is to be left clean and tidy at the end of activities.
- The cooperation of Waverley Council must be acknowledged in film or photography credits.

Council Contacts

LOCATION	OFFICER	TEL	FAX	EMAIL
All beaches and Bondi Park	Jodie Walker	8362 3406	8362 3430	jodiew@waverley.nsw.gov.au
All other parks and reserves	Mill Hill Admin Team	9386 7999	9389 2612	millhilla@waverley.nsw.gov.au
All streets	Anne Ahrens	8305 8480	9387 1820	annea@waverley.nsw.gov.au
All cemeteries	Martin Forrester-Reid	9665 4938	9665 4785	cemetery@waverley.nsw.gov.au
Bondi Junction Town Centre	Linda McDonald	8305 8419	9386 0527	lindam@waverley.nsw.gov.au
