

## Application for Use of Council Managed Public Land For Commercial Recreational Activities

(Please contact Council prior to lodgment to ensure the land in question is managed by Council)

### 1. DETAILS OF THE APPLICANT

<p>The applicant is the company/organisation/person(s) who are submitting the proposed activity to Council for approval.</p> <p>It is important that we are able to contact you if we need more information. Please give us as much detail as possible.</p>	<b>CONTACT NAME/S:</b>			
	<b>COMPANY/ORGANISATION:</b>		<b>ABN NO</b>	
	<b>POSTAL ADDRESS:</b>			
	<b>SUBURB OR TOWN:</b>		<b>STATE:</b>	<b>POST CODE:</b>
	<b>DAYTIME TELEPHONE:</b>	<b>FAX:</b>	<b>MOBILE:</b>	
<b>EMAIL ADDRESS:</b>				
<b>APPLICANT'S AUTHORITY: I/We hereby:</b>				
<ol style="list-style-type: none"> <li>1. Consent to Clarence Valley Council displaying and copying this application and supporting documentation, including Risk Assessment, Site Map, Environmental Management Plan, Qualifications/Certificates, Business/Company Name Registration (if applicable) for the purpose of obtaining, when necessary, public comment.</li> <li>2. Certify that the copyright of such supporting documentation, including designs, is vested to Council.</li> </ol>				
<b>APPLICANT SIGNATURE(s):</b>				
	<b>Date</b>			

### 2. ACTIVITY LOCATION

Park/Reserve Name: .....

Reserve No (if applicable): .....

Street Address: .....

Map/drawing indicating location and layout within the proposed area of use, entry and exit points and proximity to any buildings/infrastructure, attached

**Note: If more than one location is to be utilized, please attach a full list of these locations, including information requested above.**

---

### 3. ACTIVITY INFORMATION

---

Other licences and/or permits may be required depending on the commercial activity and the location of where the activity is to be conducted  
**Please see Section 5 Other Requirements.**

Type of Commercial Activity

.....  
.....

---

Description of Activity

.....  
.....

---

Equipment/Materials/Livestock to be used (including maximum number)

.....  
.....

---

Intended maximum client number (per session/per day)

No per day ..... No. of sessions per day.....

---

How many persons will be employed as part of the Commercial Recreation

Activity? .....

.....

---

### 4. DATE/TIME/SESSION INFORMATION

---

Please note:

- (i) Weekend usage will be considered, but may not be approved due to multiple uses of parks.
- (ii) Scheduled, booked events still take precedence over commercial use applications e.g. Jacaranda Festival, ANZAC Day
- (iii) Blanket Bookings will not be considered. Please provide all dates and times of proposed use.

Days of Use

Mon  Tue  Wed  Thu  Fri  Sat  Sun  
*(weekend usage will not be approved for some facilities)*

Proposed Session/Times of Use

Proposed Start Time:

Session 1: .....am/pm      Session 2: ..... am/pm

Duration:

½ - 1 hr     1 - 2 hrs     2 - 3 hrs     3 - 4 hrs     Other.....

*If multiple days with varying times, please attach full list of session days and times*

## 5. OTHER REQUIREMENTS

Please read the application guidelines for your activity carefully and attach the required documentation to the application form when submitting.

- Map/drawing indicating location and layout within the proposed area of use, entry and exit points and proximity to any buildings/infrastructure where the activity is to be conducted
- Qualifications (copies of these documents are to accompany application)
  - Industry accreditation/qualifications (if applicable – for all employees/instructors)
  - Licences/Permits for equipment, vehicle, boat, plane etc (if applicable)
  - Senior First Aid Certificate (minimum) – to be held by person instructing/attending session
- Risk Assessment and Management Plan
- Environmental Management Plan which includes Waste Management Plan (if applicable)
- Certificate of Currency for Public Liability Insurance must be provided prior to the activity taking place. The information supplied must include the amount of cover (not less than \$20M), the name of the insured, the properties/areas covered and the commencement and expiry dates
- Application Fee attached (see last page for current application fee)

Please indicate the term of licence for which you wish to apply:

- 0-3 months     6 months     9 months     12 months

## 6. USAGE CHARGES for 2019/20 Financial Year

Impact Category	Activity
Very Low Impact - \$97.50 per Quarter	Bicycle tours
	Canoeing/Kayaking tours
	Activities in purpose built facilities
Low Impact - \$195.00 per Quarter	Bicycle and boat hire
	Canoe, kayak, paddle board, stand-up paddle and/or surf schools or tuition
	Dog training classes
	Fitness training and Bootcamp groups
	Kite and Wind Surfing schools
	Personal trainers
	Activities in purpose built facilities (eg horse riding)
Medium impact - \$390.00 per Quarter	4WD fishing tours
	Hang gliding and paragliding
	Horse riding (other than in a purpose built facility)
	Skydiving
	Jet Ski hire
High Impact - \$780.00 per Quarter	Seaplane and helicopter rides
	Hot air ballooning

- If this application is approved, the above charges will be invoiced.
- However, a non refundable Application fee of \$100 applies upon lodgement.

*See over page.*

## 7. DECLARATION

- I/We have read and understand and agree to adhere to the operating requirements within the “Application Guidelines” for the Management of Commercial Activities on Council Managed (Public) Land
- I/We have read and understood all of the requirements outlined throughout this form.
- I/We have completed all sections of this form, including the checklist.
- I/We will ensure that any and all alterations to the proposal are submitted to Council in writing and documentation as soon as they become available, and acknowledge that alterations will only be considered if sufficient time is provided in which to assess the proposed changes.
- I/We acknowledge that it will be my/our responsibility to ensure that all requirements and conditions of the Commercial Activities Licence are met.
- Any information or evidence required to assess this application has been provided.
- I/We certify that all of the information contained in this application is correct and accurate.

Name/s: .....

Signatures: .....

Date: .....

FEE PAYABLE – 2019/20				
APPLICATION FEE (Non Refundable)	ACTIVITY TYPE		Reserve Name	MNEMONIC
\$100.00	Use of Council Managed Land (Public) Application		.....	GLHirePks&Reserves
Office Use Only	Amount	Receipt No.	Receipt Date	Date Temporary Licence Issued/Refused

**Note:**

This document is for Council’s internal use only and is not a Tax Invoice. A Tax Invoice will be issued upon receipt of any fees due. If government legislation is amended so as to alter any fee or charge, Council reserves the right to recover any outstanding amounts due.

**Privacy Advice**

The personal information collected on this form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Clarence Valley Council (CVC) will only use this information in accordance with the PPIPA.

The supply of this information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, CVC may be limited in dealing with your request.

You may make application for access or amendment to your personal information held by CVC. CVC will consider any such application in accordance with the PPIPA.

CVC is to be regarded as the agency that holds the information