

# APPLICATION FOR TEMPORARY LICENCE OF COUNCIL OWNED OR CONTROLLED LAND

*Local Government Act 1993; Crown Lands Act 1989; Crown Land Management Act 2016*

## 1. Details of proposed licensee

Council may need to contact you if more information is required. Please give as much detail as possible.

Given name/s or company name

Surname

ABN

Contact person (only if applying as a Company)

Licensee's postal address

Suburb or town

State

Postcode

Licensee's service address

Daytime telephone

Mobile

Email address

## 2. Land proposed to be licenced

**Please attach a map/sketch** showing the location of the land. Please include Lot & DP numbers where possible.

Lot

Section

DP

## 3. Proposed use of the land

#### 4. Fees and charges

To view the applicable application fee, please refer to Council's adopted fees and charges at our website [www.clarence.nsw.gov.au/feesandcharges](http://www.clarence.nsw.gov.au/feesandcharges) search for land & reserve charges

#### 5. Insurances

The applicant must obtain Public Liability Insurance for a minimum \$10 million.

**If approved, A Certificate of Currency for Public Liability must be submitted to Council before the licence can commence.**

#### 6. Privacy and personal information notice

The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Council will only use this information in accordance with the PPIPA. The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request. Council has collected this personal information from you in order to process your application.

You may make application for access or amendment to information held by Council. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information.

#### 7. Applicant's declaration and signature

I/We declare that all the information given is true and correct.

I/We acknowledge and understand that:

- if incomplete, the application may be delayed or rejected, and/or
- more information may be requested after lodgment.
- the subject land may be Council freehold land or Crown Land managed by Council as Crown Land Manager
- an annual licence fee will apply.
- the application fee as per Council's current fees and charges is non-refundable.

Signature/s ..... Date: .....

#### **OFFICE USE ONLY** (To be completed by Council's customer service staff)

1. Please receipt to GL Road&Reservefees

Date received

Application fee

Receipt No.

2. Forward completed form to G&OPU - Property section