

Application for access over Council land (By-law 3) - Print version



CITY OF
TEA TREE GULLY
Naturally Better

Application information

- A \$61 fee is payable when this application is submitted. If approval is not given, the fee will be refunded.
- If the application is for a jumping castle at an event and a hire fee has been paid, the application fee will not be charged.
- 14 business days are required to assess the application before a decision is made.

Documentation required

- The applicant is required to take out a public liability policy of insurance that is current for the duration of the permit.
- If this application is for a vehicle to be driven on the reserve, the vehicle must have current registration and third party insurance.
- Proof of the public liability insurance cover and/or vehicle registration and insurance must be submitted with the application.
- A permit will not be granted unless the applicant has provided the appropriate insurance (public liability, vehicle registration or both) to the Council.
- The applicant is responsible for insurance coverage for any property, equipment and goods they use, store or leave on Council land. The Council will not be responsible for any loss, damage or theft of the applicant's property or equipment (or those of any third party).

Receiving the permit

- if this application is approved, the permit will be sent by email to the applicant and the contractor engaged by the applicant.
- A valid permit must be kept by the permit holder and must be produced if requested by an Authorised Officer of Council.

Applicant's details

Name of applicant Required

Applicant's address Required

Suburb Required

Daytime phone numbers Required Enter numbers only - do not include spaces

Email address Required

Applicant type (Select 1 option)**Required**

- ☐ Property owner
- ☐ Contractor doing works
- ☐ Jumping castle supplier
- ☐ Other

Other

Location details

Reserve location or reserve name (if known)**Required****Reasons for access (Select 1 option)****Required**

- ☐ Gain access to a property adjoining the Council land by driving on the land
- ☐ Erecting a structure on Council land (including marquees, stage, petting zoo)
- ☐ Have a jumping castle at an event or birthday party
- ☐ Drive a vehicle on Council land
- ☐ An event involving vehicles being displayed or driven on Council land
- ☐ Planting, removing, trimming or cutting trees and shrubs on Council land
- ☐ Other

Other**Provide a detailed explanation of your reasons for access****Required**

Provide additional information that will assist us to assess your application.

Start date for access Required

D	D	M	M	Y	Y	Y	Y
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End date for access Required

D	D	M	M	Y	Y	Y	Y
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What time do you need to access the reserve?

Does the reserve have locked gates? (Select 1 option) Required

If yes, you will be given instructions for the collection of keys to open the gate on the day.

- ☐ Yes
- ☐ No
- ☐ Not sure

Has a hire fee been paid for the Jumping Castle? (Select 1 option) If yes, the application fee is not required.

- ☐ Yes
- ☐ No

Insurance documents required The required insurance documents must be attached to the application.

Public Liability - value \$10 million provided by the person doing work or organising an event is required for these activities

- Erecting a structure on Council land - including marquees, stage, petting zoo
- Have a jumping castle at an event or birthday party
- Organising an event involving vehicles being displayed or driven on Council land

Current vehicle registration and third party insurance is required for these activities:

- Gaining access to a property adjoining the Council land by driving on the land
- Driving a vehicle on Council land
- Organising an event involving vehicles being displayed or driven on Council land

Activities involving **planting, removing, trimming or cutting trees and shrubs** on Council land; the applicant must provide insurance for a qualified person who has the expertise to handle the vegetation work safely and properly.

The applicant must provide insurance for the **operator of a jumping castle** that covers them for any incidents involving the inflatable structure such as injury or damage.

Notes to the applicant

1. The applicant agrees to indemnify the Council, its employees, and agents against any actions, costs, claims, or demands related to injury, loss, or damage caused by negligence in carrying out activities under the permit. This indemnity is additional to any statutory immunity that the Council may already have under the law.
2. The applicant must fully comply with the Local Government Act 1999, Council By-laws, and any orders or directions made by the Council or its Authorised Officers in relation to the activities under the permit.
3. Any keys provided for access to the area remain the property of the Council. If the keys are lost or not returned, a fee will be charged to the applicant for replacement.
4. The Council will not accept any liability for damages or claims arising from the permit's authorisation. This means that the applicant is solely responsible for any consequences or harm resulting from their activities.
5. The applicant is responsible for repairing or rectifying any damage to Council property, including footpaths, roads, services, or any other property, that occurs due to the activities carried out under the permit.
6. Any damage caused to footpaths, roads, kerbs, or other Council property as a result of accessing the area must be reinstated or repaired immediately by the applicant at their own cost. If the applicant fails to repair the damage, the Council will repair it and charge the applicant for the cost.
7. The applicant must pay for any reinstatement of the surface of the land, road reserve, kerbing, or water table used for access, as determined by the Council. The applicant will also pay for the replacement of any trees or shrubs that are damaged during the access allowed by the permit.
8. The applicant must not remove or prune any existing street trees or plants without permission from the Council.
9. The applicant is required to notify the Council of the date of completion of works.
10. The Council has the right to impose additional conditions as deemed necessary by an Authorised Officer to ensure the activities are carried out safely and in compliance with regulations.

I understand that (Select 1 or more options) Required

- ☐ I have not been given approval to access Council land Required
- ☐ I have attached the required insurance documents Required
- ☐ I have read the Notes to the applicant Required
- ☐ My application cannot be assessed without payment of the fee if required Required

Applicant's signature Required

Date Required

D	D	M	M	Y	Y	Y	Y
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Office use only

Payment amount

Payment date

D	D	M	M	Y	Y	Y	Y
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Receipt number

End of form