

# Application for access over Council land

## (By-law 3 – Local Government Land)

Name of applicant / organisation

Contact phone number

Property address

Suburb

 Postcode 

Email

Reserve location or reserve name (if known)

Date of access required

From  To

Estimated time access required

Reason for access

### Notes for applicant

If your application is approved a signed copy of this application form will be returned to you along with approval.

You will need to:

Attach a copy of the Certificate of Currency for public liability insurance to the value of \$10 million in the name of the applicant, valid for the date(s), time(s), location and type of event/activity being carried out.

Access to gates/keys required

**I understand that the signing of this application does not automatically give approval. Please refer to notes and conditions overleaf.**

Signed.....

Date.....

*Printed name accepted as signature*

## Conditions for obtaining access over Council land

1. The permit holder agrees to indemnify and keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the conditions of the permit.
2. A copy of the applicant's/third party Certificate of Currency for public liability insurance for \$10 million.
3. Where the permit holder is required to provide confirmation of insurance to the Council, such policy shall bear the endorsement of the insurer acknowledging that it provides indemnity to the permit holder. A permit will not be granted unless proof of the appropriate insurance has been provided to Council.
4. The permit holder is responsible for insurance coverage of all their property, equipment and goods that are used, left or stored on Council property. Council will not accept any responsibility for loss, damage or theft of anything owned, on loan or hired to the permit holder/third party.
5. The hirer shall have public liability insurance for an amount of not less than \$10 million. This covers any personal injury, loss, damage or death arising by accident of any person using or occupying the facility. The hirer shall ensure that the policy of insurance is in the name of the hirer or the association. A Certificate of Currency must be supplied to Council with the signed hire agreement application form.
6. The applicant shall comply in all respects with the by-laws of the Council and the Local Government Act, 1999 and all other orders or directions which may be made by or given by the Council, or any Authorised Officer of Council in respect of the activities carried on by the applicant or any agent or contractor of the applicant.
7. Flags/bunting may be placed in the vicinity of the access point (by Council) if required.
8. A valid permit must be kept by the applicant and must be produced if requested by an Authorised Officer of Council.
9. Notify the Council of the date of completion of works.
10. Pay for any reinstatements that Council considers necessary to the surface of that part of the said land or to the section of road reserve, kerbing and water table used for access to the said land.
11. Pay for any replacement of trees and shrubs, which may become damaged due to the access allowed.
12. Ensure that no existing street trees or plants are removed or pruned (without permission of Council).
13. Comply with any conditions imposed by Council.

### Office use only

Application approved Yes / No      Lights required Yes / No  
 Flags/bunting required Yes / No

CRM number

Officer's notes


### Approval

Name (on behalf of Council)

Signature

Position

Date