



APPLICATION FORM

**Permission to Access Council Property -
Parks and Reserves**

Date of Lodgement: _____

Complete this form and return to Council within seven (7) days via:

Mail: Open Space and Environmental Services North Sydney Council PO Box 12 NORTH SYDNEY NSW 2059	Email: Parks and Reserves Manager council@northsydney.nsw.gov.au
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PREMISES DETAILS:

Premises Address: _____ Postcode: _____
Lot + DP/SP: _____

APPLICANT'S DETAILS:

Name: _____
Address: _____ Postcode: _____
Phone _____ Mobile: _____
Fax: _____

SITE CONTACT:

Name: _____
Phone _____ Mobile: _____

Note: Access will not be granted without the prior consent of the council. Such consent will be given in writing following the assessment of your application.

PRIVACY STATEMENT

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.*

I have read and understand the Privacy Statement

Signed: Date:

NORTH SYDNEY COUNCIL

Permission to Access Council Property - Parks and Reserves

Prescribed Fee to accompany application:

Inspection Fee

Application Fee (non-refundable)

Minimum Charge (Rental)

Returnable Bond

Funding Code

A returnable bond for environmental damage is required to be processed before for access is granted. The bond amount will range from \$1000.00 - \$10,000.00* dependant on the type of work and length of time required for access

***Note: A bond may be waived dependant on the type of works being conducted and the potential of the works to cause damage**

Once we have assessed your submission a bond amount will be listed and this form returned to you for final sign off. A credit card deduction form will be attached if this is how you wish to pay or you may come into customer service and pay directly

Once the period of access is complete and Council are satisfied with rectification of the area/s. An application to refund the bond can be made. There is a yellow form that needs to be completed before the bond can be refunded that will be attached with this form.

REQUIREMENTS:

In accordance with the relevant policies, an application is made for Permission to access Council property

Reason for this Permit:

ACCESS DETAILS:

Location of access:

What type of equipment is proposed to be entering the site?

Period of Permit: Date Start:

Date End:

I/We have examined the Guidelines for permission to access Council Property.

Signed:

Date:

Council reserves the right to withdraw approval if the conditions of approval have not been satisfied

NORTH SYDNEY COUNCIL

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DOCUMENTATION TO BE SUBMITTED WITH THIS APPLICATION:

- Completed Application Form
- Payment of monies to North Sydney Council Customer Service Centre
- A copy of your Certificate of Currency with public liability insurance of a minimum of \$AU20 million public liability insurance.

The General Manager
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

Access is granted only when signed off by North Sydney Council authorized officer.

Name:

Position:

Signed:

Date:

INDEMNITY

This indemnity form must be completed and signed before a permit can be issued.

Name of Applicant:

(referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps release and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed:

Date:

NORTH SYDNEY COUNCIL

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The General Manager
North Sydney Council
200 Miller Street
NORTH SYDNEY NSW 2060

To whom it may concern, we hereby declare information in respect of the following insurance:

CERTIFICATE OF CURRENCY

THE INSURED: : _____
PUBLIC LIABILITY : _____
POLICY NO. : _____

INTEREST : THE INSURED'S LEGAL LIABILITY TO THE PUBLIC
IN RESPECT OF PERSONAL INJURY AND
PROPERTY DAMAGE

LOCATION : ANYWHERE IN THE NORTH SYDNEY LOCAL
GOVERNMENT AREA

PERIOD OF INSURANCE : From To

LIMITS OF INDEMNITY : GENERAL LIABILITY - \$
(not less than \$20 million)

REMARKS : **THIS INSURANCE SHALL NOT BE CANCELLED
WITHOUT THE AGREEMENT OF NORTH SYDNEY
COUNCIL**

**INSURANCE MUST BE CURRENT FOR THE FULL
PERIOD OF THE PERMIT**

For and on Behalf of
