

APPLICATION FOR COMMERCIAL USE LICENCE FOR COUNCIL'S PUBLIC RESERVES

APPLICANT DETAILS

Title: Given Name(s) Surname / Last Name

Mr/Mrs/Ms/Dr
Other:

Company name:

Contact Address:

Unit / House - Number

Street or PO Box:

Suburb: State: Postcode:

*Daytime Phone: *Fax: *Mobile:

*Email:

**Voluntary information only. (Assists with timely processing of your application. See Privacy and Personal Information Act Statement)*

PROPOSED USE DETAILS

Location: _____ Days: _____

Time: from: _____ to: _____ Number of participants: _____

Description of proposed use: _____

Quarter: ☐ Jan - Mar ☐ Apr - Jun ☐ Jul - Sep ☐ Oct - Dec

☐ Certificate of Currency of Public Liability Insurance Minimum \$20,000,000 attached with Mosman Municipal Council noted as an interested party. Policy must be in Australian dollars. Please review your policy to ensure that it covers your group activity if it is held away from the office.

FEE STRUCTURE PER QUARTER

	Low Intensity Use	Medium Intensity Use	High Intensity Use
Commercial	\$445.00	\$890.00	\$1,340.00
Public	\$268.00	\$536.00	\$802.00
Community	\$135.00	\$268.00	\$402.00

See table over for explanation on 'type of use'.

TYPE OF USE

The intensity of the activities are to be assessed and determined by Council Staff in accordance with Council's Policy as either low, medium, or high intensity as follows:

Low intensity Low impact + low frequency

Low intensity activities include some or all of the following:

- Minimal set-up requirements
- Utilise a small portion of the hire area
- Do not generate a lot of noise
- Take place for no more than 10 hours per week
- Conducted in an area that is not highly utilised.

Medium Intensity High impact + low frequency; or

Low impact + high frequency

Medium Intensity activities include some or all of the following:

- Minimal set up requirements
- Take place between 10 to 15 hours per week
- Utilise a small portion of the hire area
- Do not generate a lot of noise
- Conducted in an area that is not highly utilised

OR

- Considerable set up requirements
- Take place less than 10 hours per week
- Utilise a reasonable portion of the hire area
- Generates some noise
- Conducted in an area that is regularly utilised.

High intensity High impact + high frequency

High Intensity activities include some or all of the following:

- Considerable set up requirements
- Take place more than 15 hours per week
- Utilise a reasonable portion of the hire area
- Generates some noise
- Conducted in an area that is regularly utilised

Unfortunately Council cannot guarantee the condition of the environs of the area of your booking as it is in a public reserve which is heavily used and at times subject to necessary public work.

OFFICE USE ONLY

Applicant signed declaration: Yes ☐

Certificate of Currency in respect of Public Liability Insurance attached: Yes ☐ No ☐ N/A ☐

Receipt No.: _____ Date: _____ Amount: \$_____ Officer's name: _____

CONDITIONS

1. Commercial users will comply with all reasonable directions of the Council's Rangers in relation to any actual or potential conflicting activities.
2. Commercial users will keep and maintain a log book of significant accidents or injuries occurring during training sessions on public land and notify Council within 24 hours of such incident.
3. Commercial users shall not sub-let or assign our rights under this agreement.
4. Commercial users shall indemnify and hold harmless the Council from and against all damages, sums of money, costs, charges, expenses, actions, claims and demands which may be sustained or suffered or recovered or made against the Council by any person for any loss of life or injury or damage any person may sustain due to negligent act of this business whilst conducting a training session. Indemnity form will be provided by Council upon receipt of completed application form
5. When using Councils open public spaces and footpaths all activities are to be conducted in a proper and orderly manner.
6. All of Mosman reserves, beaches and ovals are smoke free.
7. We acknowledge that notwithstanding any implication or rule of law to the contrary the Council shall not be liable for any damage or loss we may suffer by the act, default or neglect of any other person or by reason of the Council failing to do something on or to the reserve.
8. The sale of clothing, equipment, refreshments or any other good, service or product is not permitted whilst occupying public land.
9. As there is an underground irrigation system within the reserves the penetration of the ground by pegs or poles is prohibited except in designated areas. Written approval from Council must be obtained before erecting sun shades/marquees/tents on Council controlled land as fees may be applicable.
10. Commercial users shall not interfere with any Council approved or booked activity including but not limited to weddings, birthday parties, corporate BBQs or sporting activities that are being carried out on any oval or reserve or part thereof. We also acknowledge that such a booking has priority over our use which is for non-exclusive use.
11. Commercial users are responsible for satisfying all workplace health and safety requirements associated with the use of public land.
12. The approval is at Council's absolute discretion.
13. Area must be left in a clean state.
14. All sporting equipment including watercraft must be removed from the reserve/beach area at the conclusion of the activities. No watercraft to be left on the beach/reserve during the activities.
15. All conditions of entry into Council's Pay and Display car parks must be complied with. Please refer to signs for guidance.
16. No amplification of music or sound is permitted at all - this includes public address systems.
17. Under no circumstances are vehicles to be taken onto any grass reserves in Mosman. Infringements will be issued.
18. Please be aware that you do not have exclusive use of the reserve and beach areas - please allow considerable room if others are using the beach/reserve.
19. No disturbances or inconvenience is to be caused to the general public.
20. Please note our beaches are not patrolled, therefore no lifeguards or rescue equipment is available.
21. No signs, flags, A frame signage or any equipment/structures are to be placed or set up on the beach/reserve.
22. No commercial transactions are permitted to take place on the reserve/beach area at any time.
23. Please note that all water based activities to be carried out on the harbour must have approval from NSW Maritime/NSW Waterways.
24. If you are intending to hold any independent events at the beach Council must be contacted well in advance regarding this as Special Event fees may be applicable for these activities.

PRIVACY AND PERSONAL INFORMATION ACT, 1998

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

LODGEMENT INFORMATION

Emailed applications must be submitted in PDF format. Photographed applications will not be accepted.

LODGEMENT INFORMATION

All applications must be submitted with a minimum of 5 working days before the event otherwise approval may not be given.

Please check availability with Venue Staff on (02) 9932 4502 or (02) 9932 4507 prior to lodging your application.

For bookings with fees please do not submit payment with application form. Payment details will be forwarded with confirmation paperwork.

For privacy and security reasons payment is prohibited by credit card via email transmission.

Method of Lodgement

It is recommended that application forms be submitted by email to:

council@mosman.nsw.gov.au

or by fax to (02) 9978 4299

or in person at the Civic Centre, Mosman Square, Spit Junction.

Applications that are lodged by post should be addressed to:

The General Manager

PO Box 211

SPIT JUNCTION NSW 2088

Further information:

If you require further information on completing this form Council's Venue Staff may be contacted on (02) 9932 4502 or (02) 9932 4507 between 8.30am - 5.00pm, Monday to Friday.

DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application

(Applicant's signature)

(Date)