

COMMUNITY LAND AND FACILITY USE PERMIT

PO Box 18
Mallala SA 5502
Tel: 8527 0200
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Email: info@apc.sa.gov.au



I

(Name)

For and on behalf of

(Organisation)

Here-in-after called the **'Applicant / Permit Holder'**

Of (address):

Of (contact no):

Email:

hereby make application to the Adelaide Plains Council for a permit for the following:
(please select appropriate box)

Purpose

<input type="checkbox"/>	Birthday Party/ reunion	<input type="checkbox"/>	Community Event
<input type="checkbox"/>	Wedding	<input type="checkbox"/>	Filming
<input type="checkbox"/>	Children's Event	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Fundraising event (Sausage Sizzle / Trading Table etc)		

Site

<input type="checkbox"/>	Council Road/ Footpath	<input type="checkbox"/>	Two Wells Chambers
<input type="checkbox"/>	Hart Reserve	<input type="checkbox"/>	District Playground – please indicate:
<input type="checkbox"/>	Dublin	<input type="checkbox"/>	Lewiston
<input type="checkbox"/>	Mallala	<input type="checkbox"/>	Parham
<input type="checkbox"/>	Two Wells	<input type="checkbox"/>	Main Street
<input type="checkbox"/>	Freedom Park	<input type="checkbox"/>	Wildflower Park
<input type="checkbox"/>	Community Land	<input type="checkbox"/>	Other: Please specify:

Please indicate what area of Council Community Land you wish to utilise:

Please note – Ovals located in Dublin, Mallala and Two Wells are leased to external organisations. If you wish to use any of these facilities, you must obtain written approval from the leaseholder before Council consent will be granted.

Period of Use

From

to

(day & commencement time)

(day & completion time)

Note: Council written confirmation must be received by the Applicant confirming the booking. Approval should not be assumed with the completion of this application.

The issuing of this Permit is subject to the Applicant / Permit Holder:

1. Agreeing to the General Conditions of this permit as contained herein;
2. Agreeing to all Special Conditions which the Adelaide Plains Council may determine; and
3. Paying the prescribed bond and fee.

General Conditions of Permit

1. The Applicant/ Permit Holder agrees to indemnify and to keep indemnified the Adelaide Plains Council, its servants and agents 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 issuing of this permit.
2. If the Applicant/ Permit Holder or other party is providing services for commercial use at an event they need to provide a current Public Risk Insurance Policy for the minimum sum of Twenty Million Dollars (\$20, 000, 000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Applicant/ Permit Holder in relation to the activity. The Applicant/ Permit Holder must provide a Certificate of Currency to Council on request. Council reserves the right to request additional insurance coverage. **NOTE:** Council has an Adhoc hirer's policy in place which provides Liability coverage to those individuals / users / Adhoc hirers of Council Owned and Controlled facilities (inc parks) where the hirer would not be expected to have Public & Products Liability insurance.
3. The Applicant/ Permit Holder shall be responsible for citing and maintaining a copy of the appropriate Public Liability Insurance for all other parties involved in the event and not covered under the Applicant/ Permit Holders Insurance cover.
4. The Applicant/ Permit Holder, where appropriate, shall ensure that they are licensed and / or registered to carry out the activity authorised by the issuing of this permit.
5. This Permit is not transferable.
6. The Applicant/ Permit Holder shall comply with and give all notices required by any Act of Parliament, WHS Legislation, Code of Practice, and Australian Standard, By-law or any other legislative requirement as determined by Council.
7. The Applicant/ Permit Holder shall notify the Council at the time of the application, if food and / or alcohol are to be consumed, served or sold during the period of the permit and provide a current South Australian Liquor License. This includes any food that may be disposed of by way of raffles or offered as a prize or reward. A "Temporary Event Food Notification Form" is available on request from Council and must be completed and returned before the event commences.

8. The Applicant/ Permit Holder, where hiring an amusement structure (e.g. inflatable device) for an event that is categorised as a 2-5 shall ensure a SafeWork SA licence is provided by the supplier together with evidence of recent inspection records/ log book not more than 12 months old from the date of the event and they have appropriate public liability insurance cover. The event organiser is also required to complete the **Public Event Assessment Checklist – for PCBU's (For Large Scale Events)**. Where the event includes portable stages, marquees, or other constructions, details including dimensions, structural details etc must be provided to Council where requested.
9. All electrical cables and connections shall be protected and comply with Australian Standards and be secured in such a manner to prevent risk to health and safety of all persons.
10. Pyrotechnics (fireworks) must not be used without prior Council written approval, licences and SafeWork SA applications and permits must be supplied to Council at least twenty-one (21) days prior to the event commencement date.
11. At the completion of the event, all areas must be cleaned to the satisfaction of Council. Failure to do so will result in cleaning and waste management fees being charged.
12. All litter, resulting from any event, must be removed from the site before 12 noon the following day of the scheduled event date.
13. The Applicant / Permit Holder shall ensure that any lights are extinguished when leaving the site.
14. The use of the site may be granted up to 36 hours prior to the time of hire (requests must be included in the application) for setting-up purposes, subject to availability.
15. Repairing and / or replacing any damaged furniture, fixtures or fittings and associated infrastructure and services will be the responsibility of the Applicant/ Permit Holder. If any necessary repair or replacement is not undertaken within a reasonable time, the Council may repair and / or replace and recover the costs from the Applicant/ Permit Holder.
16. Normal hire charges and loss of bond may be applied if a written cancellation is not received by Council at least seven (7) days prior to the event date.
17. This permit may be revoked by Council if the Applicant/ Permit Holder fails to comply with a condition of this permit and may be revoked in any other justifiable circumstance.
18. All promotional or directional signage associated with any event must be removed before 12 noon the following day of the scheduled event date.
19. The Applicant/ Permit Holder will be responsible for ensuring a competent / qualified Work Zone Traffic Management Officer is appointed and will be required to provide Council with detailed traffic management plans in accordance with current legislative requirements.

I acknowledge that I have read and understood the permit conditions and agree to abide by the said Conditions.

Signed for and on behalf of the **Applicant/ Permit Holder:**

Name:		Position:	
Signature:		Date:	
Signed by or on behalf of the Adelaide Plains Council:			

Name:		Position:	
Signature:		Date:	

Office Use Only:

Adelaide Plains Council Authorisation

Permit: Denied ☐ Approved ☐

Bond: \$ Paid: Yes ☐ No ☐ Date:

Fee: \$ Paid: Yes ☐ No ☐ Date:

Fees may be waived at the discretion of Council

Insurance Required: Yes ☐ No ☐ Date:

Certificate of Currency Received: Yes ☐ No ☐ Date:

Signed: Date: