



ACTIVITY APPLICATION

Under Section 68 of the Local Government Act 1993

About this form:	Use this form to apply for a building certificate under Section 68 of the Local government Act to undertake an activity on community land such as public entertainment
How to complete:	<ol style="list-style-type: none"> 1. Ensure that all fields have been filled out correctly. 2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application. 3. Once completed, please refer to the lodgement details section for further information.

Activity Application (Section 68 Local Government Act)			
Applicant Details*			
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)			
First name:		Surname:	
Email:			
Street address:		Postcode:	
Suburb:			
Postal address: (if different to street address)		Postcode:	
Suburb:		Mobile:	
Phone number:		Other:	

Site Details			
Street address:			
Suburb:		Postcode:	
Park or other location (needs to be community land)			

OWNER/S CONSENT (IF REQUIRED – SEE BELOW).

ALL registered owners of the site must sign this form (unless it is community land, then Council endorsement will be required by Council representative or community events organiser). Without owner consent Council will not accept the application. If the site is owned by a company the onus is on the company to ensure that the correct number of Directors, sign the application. It is also the company's responsibility, including sole director companies, to use the company seal, if the company rules stipulate its use, or alternatively provide authorisation by way of company letterhead. Strata bodies must use the strata seal, if the strata rules so stipulate, or provide authorisation on letterhead.

As owner/s of the site to which this application relates, I/we/this company consent/s to the lodgement of this application

Delegated officer to sign on behalf of land owner (Council):			
Given Name or Authorised		Company ACN	



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Council Officer Name for use of parks or community land			
Phone No		Mobile	
Email			
Signature/s and Print Name			

Important information	
Proposal Provide a written description including number of people expected, time of event & if it is to be an annual event, the number of years approval requested for (max 5 years)	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
What activities, generally, require the approval of Council? Applicant to tick where relevant	<p>Part A – Structures or place of public entertainment (note: stages and other structures may be exempt development)</p> <p>1. Install a manufactured home, moveable dwelling or associated structure on land <input type="checkbox"/></p> <p>Part C – Management of waste</p> <p>1. For fee or reward, transport waste over or under a public place <input type="checkbox"/></p> <p>2. Place a waste storage container in a public place (placement of skips not covered by Council’s Skip Policy) <input type="checkbox"/></p> <p>Part D – Community land (including park festivals & other events including Council endorsed and run events)</p> <p>1. Engage in a trade or business <input type="checkbox"/></p> <p>2. Direct or procure a theatrical, musical or other entertainment for the public <input type="checkbox"/></p> <p>3. For fee or reward, play a musical instrument or sing <input type="checkbox"/></p> <p>4. Set up, operate or use a loudspeaker or sound amplifying device <input type="checkbox"/></p> <p>5. Deliver a public address or hold a religious service or public meeting <input type="checkbox"/></p> <p>Part E – Public roads</p> <p>1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway <input type="checkbox"/></p> <p>2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road (see also Roads Act applications) <input type="checkbox"/></p> <p>Part F – Other activities <input type="checkbox"/></p> <p>1. Operate a public car park <input type="checkbox"/></p> <p>2. Install a domestic oil or solid fuel heating appliance, other than a portable appliance <input type="checkbox"/></p>



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	3. Install or operate amusement devices <input type="checkbox"/>	
	4. Use a standing vehicle or any article for the purpose of selling any article in a public place (see also provisions under the Mobile Food Policy) <input type="checkbox"/>	
	5. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations	

Is this a community event endorsed by Inner West Council through a Community grants scheme?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
Is this an event organised by or on behalf of Inner West Council?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

CHECKLIST

<p>One (1) set of the following: Applicant to tick where relevant</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1. Cover Letter</td> <td style="width: 85%;">Provide details of the event and list of documents supporting the application including bump in and bump out schedule, time of event to be run and Inner West Council contact for event including park booking confirmation.</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Site Plan</td> <td>Site plans with dimensions, scaled at 1:200 and show the Northpoint (True North). The site plan should also address where possible the matters highlighted below.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Notification Plan</td> <td>Site plans reduced to A4 size in sufficient detail that Council can notify surrounding residents and owners of the proposal.</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Risk Management Plan</td> <td>Has analysis on the risk assessment for the event been prepared on a Risk Management Plan in accordance with Council's Events Procedure Manual?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5. Traffic, Parking & Transport Arrangements Plan</td> <td>What are the local traffic networks and existing parking arrangements? How will the local traffic network and existing parking arrangement cope with the event?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>6. Noise and Noise Control Plan</td> <td>How will noise attributable from the event be controlled? How will the event comply with the requirements of the Environmental Noise Control Manual and the Protection of the Environmental Operations Act 1997?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>7. Waste Management Plan</td> <td>How will the event organisers arrange for the removal of all rubbish from the event and rubbish pick throughout the event? What arrangement will be made for the dropping off and picking up of waste bins?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>8. Temporary WCs Management Plan</td> <td>Will access for all persons be made available at the event? How?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>9. Disability Access Management Plan</td> <td>How access for all persons be made available to the event?</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>10. 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Electronic copy of documentation	A CD/USB containing a copy of all information submitted above is to be provided <input type="checkbox"/>
Estimated Cost of event or activity	The estimated cost of the event or activity is: \$ _____ (includes GST and all costs associated with the activity, demolition and construction)
Conflicts of Interest	Does Leichhardt Council employ the applicant or owner/s of the property or is the applicant or owner/s a Councillor? Is the application being submitted on behalf of an employee or Councillor? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain: _____

Declaration

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application may be disclosed under the provisions of the *Government Information (Public Access) Act 2009* and correspondence from Council may be made available for viewing by the general public.

Applicant's signature:

Date:

/ /

Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

Instructions for applicants

Lodging an application requires a completed application form.
All relevant information and the payment of the required fee (where a fee applies).
Application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications will not be accepted and will be returned to you.



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Lodge online (preferred method): www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- Registration is required for the application lodgement
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge in person: Inner West Council's Customer Service Centres:

- For applications being lodged in person, all documents must be contained on a USB device.

Note: The Building Certification Team is located at the Leichhardt Service Centre and are available by appointment to assist in the lodging of your application*

- **Leichhardt – 7-15 Wetherill Street Leichhardt.**
- Ashfield – 260 Liverpool Road Ashfield.

Opening hours: Monday-Friday, 8:30am-5:00pm
www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Fees and charges: Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Payment: Tax Invoice will be sent after lodgement, please refer to the invoice for payment methods.

Office use only

Checked by officer:		Receipt number:	
Date:		Activity Fee: Advertising/Notification Fee: TOTAL:	
Activity Number:		Cashier code:	
		Initial of CS officer:	