

Parks Access application form

About this form:	Council approval is required to gain temporary access to a park for non-recreational purposes such as works within the park or access through a park to adjacent properties for works or deliveries.
How to complete:	Please fill in all sections of the form
Terms and conditions	<ol style="list-style-type: none"> 1. When applying for access please allow a minimum of 10 working days for Council to assess and provide a response to your application. Please note final approval may require more than 10 days depending on the complexity of the request. Council may require more information to assist in assessment of the application. 2. Please read the Park Access Conditions before completing the application. 3. The applicant is to be the contractor carrying out the works or delivery. 4. 'Park' refers to any park or reserve under the care, control and management of Council. 5. As part of the application the council officer may contact you regarding this application.

Section 1: Associated DA information or Complying Development Certificate information			
Is there an associated DA or Complying Development Certificate with these works?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
DA/CDC Consent No		Approval Date	

Section 2: Park Details			
Name of Park			
Street Name (with frontage to park)		Suburb	

Section 3: Applicant Details			
If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.			
Salutation (✓)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)
First name		Surname	
Company/Business name		ABN/ACN	
Postal Address (If different to street address)			
Suburb		Postcode	
Email			
Business Phone number		Mobile	

Section 3.1: Site Contact (if different to above) – for site inspections/ meetings, Council officer contact	
Contact Name	
Contact Phone Number	
Contact email address	

Section 4: Property Owners Details - of property address adjacent to park, if applicable			
To be completed if the purpose of the park access request is to gain access to an adjoining property			
Salutation (✓)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)
First name		Surname	
Unit No		House No	
Street Name		Cross Street(s)	
Suburb		Postcode	
Email			
Phone number		Mobile	

Section 5: Duration of Access			
<input type="checkbox"/> One day or less		<input type="checkbox"/> More than one day	
Commencement date		Finish date	

Section 6: Access Request Details

The proposed access must be categorised as either small, medium or large impact.

Impact	Type of activity	Fee Details
<input type="checkbox"/> Small Impact	Includes delivery of items to properties adjoining the park, excluding building equipment and materials	Section 9.1
<input type="checkbox"/> Medium Impact	Select one of the following:	Section 9.2
	<input type="checkbox"/> Delivery of building equipment and materials to properties adjoining the park	
	<input type="checkbox"/> Placing waste storage container(s) or <input type="checkbox"/> Placing portable toilet(s) in the park	
<input type="checkbox"/> Large Impact	Select one of the following:	Section 9.3
	<input type="checkbox"/> Temporary occupation of the park for building/ development related activity	
	<input type="checkbox"/> Installing a temporary structure within the park e.g. scaffolding, construction fencing	
	<input type="checkbox"/> Works or activities for public utilities within the park <input type="checkbox"/> Installation of private services e.g. sewer, stormwater, electrical, within the park	

Section 7: Public Liability – Provide details of public liability insurance cover (See Clause 11.3)

Insurance Company		Public Liability Expiry Date	___/___/___
Policy Number		Date	

Section 8:Planned Machinery and Vehicle usage

Provide details of all machinery and vehicles to be used within the park such as trucks, Utes, cranes and earth moving machinery. Include size and weight e.g. 2 tonne tipper truck.

Vehicle	Size/Weight

Section 9: Fees and Charges – Do NOT attach payment to this application

Council will assess your application and contact you regarding the outcome of the assessment and the associated costs including fees and bonds. The following outlines Council's adopted fees and charges for park access. Refer also to www.innerwest.nsw.gov.au/FeesAndCharges

9.1 Small Impact	Fee \$	Charge \$
Application Fee	\$133.70	
Bond (refundable): To access park for deliveries or to carry out investigations for utilities (refundable): Note: Utilities investigations involving excavation, drilling or other works will be assessed as works (see above)	\$1,600.00	
9.2 Medium Impact	Fee \$	Charge \$
Application Fee	\$267.40	
Bond (refundable): This applies to access for delivery to private property or placement of storage containers or toilets on park land associated with private construction works. The bond is refundable provide the park is in an acceptable condition on completion of the access.	\$4,500.00	
9.2 Large Impact	Fee \$	Charge \$
Application Fee	\$534.80	
Bond (refundable): This applies to access for construction works on private property, use of park land associated with private construction works, or works on public utilities. The bond is refundable provide the park is in an acceptable condition on completion of the access.	\$7,500.00	
Fees and Charges for all applications	Fee \$	Charge \$
Inspection Fee (non-refundable): This fee is applicable for each inspection carried out by a Council Officer. This could be for before access, during works and after works are completed.	\$196.40	
Restoration Fee Landscape and Turf areas per square metre	\$185.40	
Deposit for Park Gate Access Key (refundable) where approved.: Council will provide access to gates for approved activities; however the issuing of a gate access key will be at Council's discretion. Note that a key will not be issued for any access of one day.	\$150.00	
Lodgement Total		

Section 10: Site Plan

WORK SCHEDULE

Work description	Where	When (dates)

SITE PLAN

Provide a site plan of the proposed access and/or works location and extent:

Section 11: Park Access Conditions

- 11.1 If undertaking construction works, ensure the safety of the park for all users by providing adequate safety fencing and other measures as required by Council. Vehicles moving within the park are restricted to 5kmph and must always have hazard or warning lights flashing. Provide Safe Work Method Statements and other information if requested.
- 11.2 It is the responsibility of the applicant to locate all services prior to the commencement of works. Contact 'dial before you dig' by telephone on 1100 or via the web on www.1100.com.au.
- 11.3 Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). The Inner West Council needs to be noted as an interested party to the insurance policy for activity on Council roads and footpaths. All relevant legislation, Australian Standards and codes must be observed at all times during the access period.
- 11.4 Council will complete a Dilapidation Report including photos prior to access, detailing the condition of the access and/or works area, and will conduct a further condition inspection upon completion of the access.
- 11.5 Council reserves the right to deny access to a park when access is deemed unsuitable due to weather, unsafe conditions or when the Applicants activity may result in damage to the ground. This may be done at short notice.
- 11.6 Where the park is allocated for one activity, the Applicant shall not substitute another activity without the consent of Council.
- 11.7 The Applicant shall be responsible for the satisfactory conduct of all persons using the park during the access period. The Applicant shall ensure that the quiet enjoyment of property owners adjoining the site is not disturbed by excessive noise, offensive language or any other activity likely to cause disturbance.
- 11.8 The Applicant shall ensure that all damage to Council property, either deliberate or accidental, is reported to Council as soon as possible, outlining full details of the incident.
- 11.9 The Applicant will be responsible for the cost of reinstatement or repairs of any damage to the park caused by use or access including but not limited to damage of park facilities, surfaces, equipment, gates, fences, access roads, kerbs and paths. If repairs are not completed to Council's satisfaction, repair costs will be recovered from bond moneys held. Any areas affected by the works that are in excess of those detailed in the application, may incur an additional cost. Council's inspecting officer shall make estimates of such work.
- 11.10 Council reserves the right to cancel an access approval and/or enforce the forfeiting of bond moneys held should there be a breach of these conditions.
- 11.11 In the event of any dispute or difference arising as to the interpretation of these conditions the decision of the General Manager of Council thereon shall be final and conclusive.
- 11.12 Council reserves the right to alter the Conditions of Access at any time.

Fees and Charges:

- 11.13 An application is only valid when the fees and specified for payment at lodgement have been paid to council.
- 11.14 A Permit is only valid on the condition that all required fees are paid to council in accordance with Council's adopted Fees & Charges.

Section 12: Applicant's Declaration (Required)

- All declare that all information supplied on this application is true and complete. I have read and understood all the conditions of access and will abide by these conditions and any other specific conditions required by Council.
- I declare that all the information in the application is to the best of my knowledge, true and correct
- I understand that if the information is incomplete, the application may be delayed/ rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application
- I acknowledge that if the information provided is misleading, any approval granted 'may be void'
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I declare that any electronic data is not corrupted and does not contain any viruses
- I understand that Council will use the information and materials provided for notification and advertising purposes if required.
- I have read, understood and agree to comply with Council's permit conditions, and I agree to indemnify the Council against any action or claim for damages arising from work being undertaken under this permit.
- I will ensure safety at and around the works site is controlled and is in accordance with WorkCover requirements.
- I understand that Council will not commence processing of my application until such time as fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.

Applicant Name:

Applicant's signature		Date	___/___/___
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Property Owners Name:

Property Owners signature		Date	___/___/___
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Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

From 27 April 2020, applications can be lodged online on Council's website at:
www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- 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 online: www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

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

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

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

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

Fees and charges: This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Cheques are to be made payable to: Inner West Council