



APPLICATION FOR THE USE OF COUNCIL'S PARKS OR RESERVES

REF NO.
.....

THIS IS A ONE OFF PERMIT
This permit is required when utilising Council's parks or reserves for the purpose of holding any activity such as a function and/or event which Council is not directly associated with.

DETAILS OF APPLICANT (Please print clearly)

Applicant Name:

Company Name:
(if applicable)

Postal Address:

Contact Details: Phone (BH) Mobile

Phone (AH) Email

NAME OF PARK / RESERVE THAT WILL BE USED
(Please include the street address as well as indicating which section of the park/reserve will be used)

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.....

PLEASE INDICATE THE DATE & TIME OF USE

Day / Date:

Times: Start am/pm Finish am/pm

PURPOSE OF USE (eg. wedding ceremony)

.....

ADDITIONAL INFORMATION
(Please provide any other relevant details of the proposed activity eg. Vehicle access required)

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DECLARATION (To be signed by the applicant)

I declare that the information I have provided on this application form is true and correct and I have not provided any false or misleading information. I have read and understand the general conditions of use listed in this application and agree to adhere to these conditions. By signing below, I as the applicant am accepting responsibility for the specified area for the duration of the proposed activity.

SIGNATURE DATE

APPROVAL SECTION

TO BE COMPLETED BY FRONT COUNTER

APPLICATION RECEIVED BY:
(Name of Council Employee)

DATE RECEIVED: RECORDED IN BOOKING DIARY: Yes No

TO BE COMPLETED BY PARKS AND RECREATION SUPERVISOR

APPLICATION HAS BEEN: **APPROVED / DECLINED** (Please circle one)

APPROVED BY: (Supervisor Name)

SIGNED: DATED: REF NO.

SPECIAL NOTES FROM SUPERVISOR:
.....
.....
.....

COPY OF APPROVAL GIVEN TO APPLICANT:

Yes No

COPY OF APPROVAL GIVEN TO SPECIAL EVENTS COORDINATOR:

Yes No N/A

Please Note:-

All Council parks and reserves are public spaces and cannot be exclusively booked for a private event/function. This application only gives you permission to use the park/reserve for the prescribed activity, it does not give you private use of the area. Members of the public are still allowed to access and use the park/reserve during this time.

COUNCIL CONTACT INFORMATION

For further information, please contact:-

PORT PIRIE REGIONAL COUNCIL
115 Ellen Street (PO Box 45)
PORT PIRIE SA 5540
Ph: (08) 8633 9777

Email: council@pirie.sa.gov.au

Website: www.pirie.sa.gov.au

GENERAL CONDITIONS OF USE

1. COMMENCEMENT OF PERMIT

The proposed activity as stated within this application must be approved by Council prior to its commencement to ensure that Council has no objections to the stated activity being conducted.

2. LICENCE OR REGISTRATION

The permit holder, where appropriate shall ensure that they are licensed or registered by relevant authorities to carry out the activity specified within this application.

3. COMPLIANCE

The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-Law relating to the activity.

The applicant must also comply with the conditions of this permit at all times. If at any time Council deems the applicant has breached any of the said conditions, Council has the right to request immediate rectification of any aspect of the proposed activity that does not meet Council's requirements, or termination of the permit may occur

4. ALCOHOL

The permit holder shall notify the Council at the time of the application (by including it in the section marked "Additional Information" within this application), if alcohol is to be served at or during the specified activity and where required, the permit holder is responsible for obtaining the necessary liquor licence.

All dry zones must be adhered to at all times and no variation to these dry zones will be permitted.

5. CONDITION OF PARK/RESERVE PRIOR TO ACTIVITY

The condition of the park/reserve at the time of application will remain the same unless Council has programmed maintenance works scheduled prior to the activity; or vandalism has occurred which may compromise public safety.

Council will not carry out an unscheduled clean up of the park/reserve prior to the activity. Each park/reserve has a programmed maintenance routine and Council cannot carry out a clean up just because it is has been requested by the applicant.

6. USE OF VEHICLES IN PARK/RESERVE

Council does not allow vehicles to enter any of its parks or reserves unless approval has been obtained by the Parks and Recreation Supervisor and necessary keys obtained.

Any vehicles that have been approved must only drive on the designated paths within the park/reserve and at no time is a vehicle permitted to drive onto a grassed area.

7. ERECTION OF STRUCTURES IN PARK/RESERVE

Underground services must be taken into consideration when erecting structures into the ground. Therefore, Council does not allow the erection of any structures in parks/reserves unless prior approval has been obtained by the Parks and Recreation Supervisor to ensure that any underground services present will not be damaged.

8. APPLICANT TO PAY REPAIRS

The applicant must bear the full cost of any repairs carried out by Council or its nominated person/s within the defined area of the activity including the area immediately adjacent, which in the opinion of Council have been caused by the activities as defined within this application.

9. EQUIPMENT

Council does not lend out any equipment that may be required for the specified activity. All bollards, bunting etc must be acquired by the applicant from a source other than Council.

10. CLEAN UP

After the completion of the activity, the park/reserve area where the activity was held must be left in a condition deemed satisfactory to Council, eg. all rubbish removed and area left in a neat and tidy condition.

11. TERMINATION OF PERMIT

The Council has authority to terminate this permit or vary the conditions at any time, by providing the applicant written documentation advising of the termination or variation at least 24 hours prior to such termination or variation. Any breach of Council's conditions may also result in immediate termination.