



APPLICATION FOR THE USE OF COUNCIL'S PARKS OR RESERVES

REF NO.

.....

*This application is only for the use of the park or reserve.
A Special Events Permit may be required to hold a community event.*

DETAILS OF APPLICANT (Please print clearly)

Applicant Name:

Organisation:
(if applicable)

Postal Address:

Contact Details: Phone (BH) Mobile

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)

.....

ESTIMATED NUMBER OF PEOPLE IN ATTENDANCE

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 the general conditions of use listed in this application and agree to the terms as stated within these conditions. By signing below, I 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:

TO BE COMPLETED BY PARKS AND RECREATION SUPERVISOR OR DELEGATE

REF NO: HAS BEEN: **APPROVED / DECLINED**
(Please circle one)

COUNCIL OFFICER'S NAME:

SIGNATURE: DATE:

NOTES FOR APPLICANT:
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.....
.....

- Copy provided to Events Coordinator
- Copy provided to Applicant

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. APPLICATION APPROVAL

The proposed activity as stated within this application must be approved by Council prior to its commencement.

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

2. COMPLIANCE

The applicant 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 comply with the general conditions of use at all times. If at any time Council deems the applicant has breached any of the said conditions, Council will request immediate rectification of any aspect of the proposed activity that does not meet Council's requirements, or approval may be revoked.

3. FOOD & ALCOHOL

The applicant 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. All dry zones must be adhered to at all times (unless otherwise approved by Council and the Liquor Licensing Commission). A liquor licence must be obtained by the applicant if alcohol is to be sold.

The use of glass beverage containers is not permitted in Council's parks or reserves.

If food is to be sold at the event, there are specific requirements that need to be adhered to with regards to safe food handling practices.

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

5. 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. 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.

6. ERECTION OF STRUCTURES IN PARK/RESERVE

Council does not allow the erection of any structures in its 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.

7. AMENITIES

Not all locations have public amenities available for use.

8. NOISE

In the interest of nearby residents, noise must be controlled in line with the Environment Protection Act. Use of public address systems or amplified music is not permitted without approval from Council.

GENERAL CONDITIONS OF USE (Cont'd)

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 (unless covered under a Council Community Assistance Fund Application).

10. EVENT MANAGEMENT

Your application may be given to Council's Events Coordinator who may require further documentation from you, such as a risk assessment, public liability insurance etc, depending on the nature of the event or activity. You will be notified as soon as practicably possible if there is a need for further documentation.

11. FEES

Some activities and sites have fees associated with them. If you are required to pay a hire fee, Council's Events Coordinator will advise of this. An invoice will be generated by Council's Finance Department and payment will be required prior to commencement of the activity. If payment is not made prior to the activity, Council may revoke your approval.

12. SECURITY OF PROPERTY

Council is not responsible for the security or safe keeping of any items the applicant places on site.

13. CLEAN UP

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

14. 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 activity as defined within this application.

15. CANCELLATION OR VARIATION TO APPROVAL

Council has the authority to revoke this approval or vary the conditions at any time, by providing the applicant written notification advising of the cancellation or variation at least 24 hours prior to commencement of said cancellation or variation. Any breach of Council's conditions may result in immediate cancellation where 24 hours notice is not required.

IMPORTANT NOTES FOR THE APPLICANT

- 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 area during this time.
- Parks and reserves within the rural area will be CLOSED on Severe, Extreme and Catastrophic Fire Danger Days and all bookings will be cancelled.
- The applicant is responsible for ensuring COVID-19 requirements are adhered to at all times. Please refer to www.covid-19.sa.gov.au for current South Australian restrictions and requirements with regards to activities and gatherings.