

# APPLICATION FOR CONSENT TO USE/HIRE PUBLIC LAND

- Use this form if you wish to hire a Council reserve for an event such as a wedding, car show, family function, fun run, school function, expo, festival, etc. You should read our **Public Land Management Policy** prior to completing this form. This form must be submitted and paid for at least 4 weeks prior to the planned event.

OFFICE USE ONLY		
Receipt no:	Amount:	Date:

PART 1 - APPLICANT DETAILS	
Name/organisation:	
Postal address:	
Home & mobile number(s):	
Email:	

## PART 2 – RESERVE DETAILS

Please tick the box for the reserve you wish to hire:

### Major Sites:

- |  |   |
|--|---|
| <input type="checkbox"/> Black Beach/Old School Flat Kiama (252) | <input type="checkbox"/> Kiama Showground (258)   |
| <input type="checkbox"/> Blowhole Point Kiama (254)              | <input type="checkbox"/> Coronation Park – Surf Beach Kiama (256)<br><small>Including rotunda and picnic shelter bookings</small> |
| <input type="checkbox"/> Chittick Oval Kiama (258)               | <input type="checkbox"/> Kiama Sports Complex (207)   |
| <input type="checkbox"/> Hindmarsh Park Kiama (257)              |   |

### General sites:

- |  |   |
|--|---|
| <input type="checkbox"/> Kevin Walsh Oval Jamberoo (207)         | <input type="checkbox"/> Gainsborough Chase Reserve (207) |
| <input type="checkbox"/> Gerry Emery Reserve Gerringong (207)    | <input type="checkbox"/> Bombo Hill (207)                 |
| <input type="checkbox"/> Michael Cronin Oval Gerringong (207)    | <input type="checkbox"/> Keith Irvine Oval Jamberoo (207) |
| <input type="checkbox"/> Orry-Kelly Stage (Hindmarsh Park) (257) |   |

### Minor sites\*:

- |  |   |
|--|---|
| <input type="checkbox"/> Old School Park (207)                               | <input type="checkbox"/> Cooke Park – Boat Harbour Gerringong (207)<br><small>(including picnic shelter bookings)</small> |
| <input type="checkbox"/> South Werri Reserve (207)                           | <input type="checkbox"/> Black Head Gerroa (207)  |
| <input type="checkbox"/> Reid Park Jamberoo (including picnic shelter) (207) | <input type="checkbox"/> Seven Mile Beach Gerroa (207)  |
| <input type="checkbox"/> Minnamurra Headland (259)                           | <input type="checkbox"/> Bonaira Native Gardens (207)   |
| <input type="checkbox"/> Bombo Beach (excluding northern end) (207)          | <input type="checkbox"/> Other – <b>complete details below</b> (207)  |
| <input type="checkbox"/> James Oates Reserve Minnamurra (207)                |   |

<b>Reserve name:</b>	
<b>Location of reserve:</b>	

- Council will assess and determine the suitability of reserves not listed in Part 2.

\*large events cannot be held on reserves listed as minor sites.

<b>PART 3 – DETAILS OF USE</b>			
Name of event:			
Proposed event date(s)			
Bump in date: (if an event)		Bump out date: (if an event)	
Start time:		End time:	
Bump in time: (if an event)		Bump out time: (if an event)	
Estimated number of patrons per day (events):		Total floor area (events-stages marquees etc.):	

### **PART 4 – FEE DETAILS**

Please tick the short term licence you require. If you are not sure which type you require, please contact us.

<b>A - General Short Term Licence</b> Used for up to 4 hours, up to 26 separate times a year	<b>\$40 per day</b>	<input type="checkbox"/>
<b>B - General Short Term Licence</b> Use for less than 24 hours duration and one off uses, OR Wedding ceremonies, small social gatherings, construction access	<b>\$170 per licence</b>	<input type="checkbox"/>
<b>C - General Short Term Licence</b> Use between 2-4 days	<b>\$340 per licence</b>	<input type="checkbox"/>
<b>D - General Short Term Licence</b> Use between 5-9 consecutive days, up to 4 times a year	<b>\$720 per licence</b>	<input type="checkbox"/>
<b>E - General Short Term Licence</b> Use between 10-14 consecutive days, up to 4 times per year	<b>\$1,700 per licence</b>	<input type="checkbox"/>
<b>F - Major Event Short Term Licence</b> If the event requires the applicant to lodge a Development Application, the licence fee is waived for the first event under the resulting consent. Any approved additional uses of the consent will incur the licence fee. Please note, the damage deposit is still payable for all approved licences.	<b>\$2,700 per event (Plus bank guarantee or damage deposit \$1,000 per reserve or at Council's discretion)</b>	<input type="checkbox"/>
<b>Native Title Assessment</b> Reserves that are located on Crown Land will require a Native Title Assessment. If so, a fee of \$65 will be payable. Please contact us if you would like to know if this applies to the reserve that you are hiring.	<b>\$65 per reserve</b>  (Rec Code 262)	<input type="checkbox"/>

## PART 5 – ACCESS

You may require access to your nominated area for the purposes of conducting your event. If the reserve has gated access you will need to complete a Council reserve key application and indemnity form and submit this to Council at least 1 week prior to your event. The form is available on request.

Please advise Council if you would like an access key. Our Reserve Key Terms and Conditions must be complied with.

## PART 6 – OTHER REQUIREMENTS

Depending on the type of event you may need to provide additional information/documents for compliance auditing purposes such as:

- Site plan (including measurements of all temporary structures & equipment. Height of structures must also be included)
- Risk assessment
- Certificate of currency – Public liability insurance
- Temporary food stall and mobile vending permits
- Additional waste and cleaning requirement details
- Traffic management plan/ section 138 consent
- Development consent

If your event requires the use, closure or partial closure of a public road, you will need to apply using Council's Application for Road Closure and Footpath Occupation form which is available on Council's website (application fees apply).

<b>Applicant signature:</b>		<b>Date:</b>	
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## PART 7 – PAYMENT DETAILS

**Note:** Charities and charitable fund raising, not for profit organisations and community groups based within Kiama LGA are exempt from paying reserve hire fees. To be considered a charity or not-for-profit group you must be registered with the Australian Charities and Not-for-profits Commission. If you are not sure of your status please contact Council to confirm.

Payment of the reserve hire fee can be made in person at our Administration Centre 11 Manning Street, Kiama; or by phone on (02) 4232 0444 via credit card.

### CANCELLATION

**Please note:** If the booking is cancelled more than 30 days from the date of use, 90% of the fee is refundable. If the booking is cancelled within 30 days from the date of use, zero refund applies.

### What now?

Your application and payment will be processed, forwarded to our Infrastructure & Liveability Department and added to our Reserve Hire Calendar. Once all documentation is received and approved a short term licence will be issued.

## PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information so that Council can assess your application to use/hire a public reserve. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** While the supply of this information is voluntary, the personal information you provide will enable Council to assess your application. **Access/Correction:** You can access the personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of completing the request. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council's Privacy Policy can be viewed at [www.kiama.nsw.gov.au/your-council](http://www.kiama.nsw.gov.au/your-council)