

PERMIT TO CARRY OUT WORKS ON COUNCIL RESERVES AND BUILDING

1. Information

- Contact must be made with Council's Recreation and Facilities Coordinator on 6578 7290 to discuss the project prior to this application being completed.
- Consideration will be given to projects that align with Council's Delivery Program & Community Strategic Plan.
- The applicant should read and understand all of the information set out in the application form prior to lodgement.
- Multiple applications will be required for activities reasonably separable in terms of timing, administration, liability, conditions or other relevant factors deemed by Council's Authorising Officer.
- No works are to commence until a permit is authorised by Council.
- A minimum of 15 business days is required to assess the application.

2. Applicant Details

Name/s (Individual or company name in full)			
For companies, contact name		ABN	
Postal Address			
Suburb		State	Post code
Contact phone number		Mobile number	
Email address			

3. Purposed Works Details

Electrical
 Plumbing
 Construction
 Turf Management
 Other:

Detailed description of the works (additional pages may be attached if required):

Proposed Start Date		Proposed Completion Date	
Proposed Hours of Work		Estimated cost of works	

3. Location of Proposed Works

Building/Reserve Name			
Address			
Office Use Only	Lot	DP	Parcel

6. Documentation to Supply

Copies of the following contractor documentation may be requested (as appropriate) prior to permit approval:

- Training records, tickets and licenses
- Insurances including:
 - Public Liability to a minimum limit of \$20,000,000.
 - Workers Compensation
 - Motor Vehicle
 - Professional Indemnity to a minimum limit of \$10,000,000
- Risk Assessments / SWMS / SOPs
- Management Plans (relating to safety, emergency, environment, equipment, operational matters)
- Quotation
- Specification of Works
- Site Plan
- Confirmation that Dial Before You Dig have been contacted – provide reference details or plans
- List of relevant materials required for Works
- Any other Approved plans and/or documentation that relates directly to the application of works

7. Applicant Declaration

I/We have read and understand the conditions of this permit and undertake to abide by and comply with all the conditions contained in this document.

I/We further undertake to abide by and comply with any special conditions of approval which the council may impose as part of this approval agreement.

The details I have provided are correct and I have read and understand all information provided in this application.

Name of Applicant	Signature	Date

8. Office Use

The application for approval, as set out above, is granted, provided that the works are performance in accordance with the information included in this application and the special conditions of approval attached.

Approval	Signature	Date
Coordinator Recreation and Facilities		
Manager of Infrastructure Strategy Planning and Programming		
Manager Infrastructure Delivery		
Other (please specify title position)		

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's [Privacy Management Plan](#). The supply of information on this form is voluntary but it is required to process your application/request. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on (02) 6578 7290.

