

APPLICATION FOR USE OF COUNCIL FACILITIES MALL & PARKS 2017/2018

1. Applicant's Information			
Name		Company/Organisation (if applicable)	
Street Address/Postal Address			
Town	State	Postcode	
Email Address	Telephone	Mobile	
2. Facility Requested			
3. Details of event			
Name of event:			
Describe the event: (Please provide as much detail as possible about the event)			
4. Dates and Times			
Commencement date:	End date:	Set up time:	Shut down time:
Commencement time:	Finish time:		
5. Insurance details			
<p>Applications will not be processed without supply of a current Public Liability Insurance certificate. Should the applicant not have current Public Liability or Products Liability cover, Council may apply to Council's insurance broker for cover, subject to a satisfactory risk assessment. A Minimum fee of \$65.00 will be applicable should approval be granted. A minimum of 1 month's notice is required.</p>			

6. Activities in the Central and/or East Mall

Fee and Charges - (2017/2018 Council Management Plan)

Administration/booking fee (applies to all mall and park bookings)	\$20.00	<input type="checkbox"/>
Section 68 Fee (if applicable)	\$125.00	<input type="checkbox"/>
Commercial display/sale/fashion parade (Only permitted for businesses currently located and operating in the mall)		
Per day – medium use (no vehicles)	\$180.00	<input type="checkbox"/>
First day – large use (if a vehicle is part of display)	\$325.00	<input type="checkbox"/>
Per day for two consecutive days – large use	\$277.50	<input type="checkbox"/>
Per day for more than two consecutive dates – large use	\$250.00	<input type="checkbox"/>
Private function or event (Some activities, celebrations or events may require approval under Sect 68, see page 3)		
Per day	\$180.00	<input type="checkbox"/>
Public event (Open to public. No sales for profit. No commercial promotions) (May require Section 68 approval, see page 3).		
	No charge	<input type="checkbox"/>
Use of electricity (Locked doors on light poles)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Per day	\$30.00	<input type="checkbox"/>
Key deposit – Refundable	\$31.00	<input type="checkbox"/>
7. Activities in Council Parks		
Fee and Charges - (2017/2018 Council Management Plan)		
Please note: Central Park is reserved for formal public ceremonies only e.g. Anzac Day, wedding ceremonies, not receptions. Curtis Park is preferred where vehicle access is required. Vehicle use in Civic Park for set up only.		
Major commercial activity/display – Civic and Curtis Parks only (Major commercial display van etc. Curtis Park only). Circus events to use Armidale Showground. Some events may require a development Application		
Per day	\$754.00	<input type="checkbox"/>
Minor commercial activity/display (Curtis Park, Civic Park, Moran stage/amphitheatre)		
Per day	\$252.00	<input type="checkbox"/>
Private function/event (Any park. No promotions or ticket sales. May require Section 68 approval, see page 3).		
Per day	\$189.00	<input type="checkbox"/>
Public event (Open to public. No ticket sales for profit. No commercial promotions) (Any park. May require Section 68 approval, see page 3).	No charge	<input type="checkbox"/>
Charleston Willows camping		
Based on maximum 60 campers minimum 2 days	\$251.00	<input type="checkbox"/>
Central Park, Arboretum & Dumaresq Dam or other Parks		
Rallies or weddings	\$47.00	<input type="checkbox"/>

Use of electricity	Yes <input type="checkbox"/> No <input type="checkbox"/>
Per day	\$29.00 <input type="checkbox"/>
Key Deposit – Refundable	\$29.00 <input type="checkbox"/>
Road closure (will require Traffic Management Form and Traffic Committee approval)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Road closure fee – (includes hire of barricades/signage)	Charge varies with requirements
Supply Traffic Control Plan	\$119/hr <input type="checkbox"/> Min. 2 hours

Section 68 (Local Government Act 1993) referral required for all bookings for any of the following:	
D2 Direct or procure a theatrical, musical or other entertainment for the public (on community land) Busking without amplifying devices are exempt	Yes <input type="checkbox"/>
D3 Construct a temporary enclosure for the purpose of public entertainment (on community land)	Yes <input type="checkbox"/>
D5 Set up, operate or use a loudspeaker or sound amplifying device (on community land) Whilst busking is exempt, approval required for amplification device.	Yes <input type="checkbox"/>
D6 Deliver a public address or hold a religious service or public meeting (on community land)	Yes <input type="checkbox"/>
F5 Install or operate amusement devices (See Environmental Health Officer to check– small amusement devices for children under 12 are permitted without approval subject to conditions).	Yes <input type="checkbox"/>
F7 Use a standing vehicle or any article for the purpose of selling any article in a public place Coffee/Food/Mr Whippy Vans/Show bags etc	Yes <input type="checkbox"/>

8. Declaration	
I hereby certify that the above information provided is correct and agree to Council's rules and conditions for use of Council's facilities.	
Name:	
Signature:	Date:

1. COUNCIL USE ONLY

PLI Attached	YES <input type="checkbox"/>	Coming under Councils PLI <input type="checkbox"/> YES	
PLI Rec Code:	A214	PLI Rec Code: A214 <input type="checkbox"/>	<input type="checkbox"/> Mall Charges Rec Code: A209
		Passive Parks: A052 <input type="checkbox"/>	
Fees Applicable	YES <input type="checkbox"/>	\$	Receipt no:
Consumption/sale of food/drinks	YES <input type="checkbox"/>	Approval from Council required (S68)	
Relevant staff advised of approval	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Traffic Management Plan - Applicable	YES <input type="checkbox"/>	See Belinda – Applicant needs to complete addition form	
Notice of intention to hold a public assembly – Applicable	YES <input type="checkbox"/>	Applicant needs to complete addition form and return to Armidale Police	
Section 68 Application - Applicable	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, application needs to be referred to Matt Rand for assessment for Section 68 approval
Booking Entry Date			
/ / 20		TRIM FOLDER – A02/0794-3	
Name of processing officer		Applicant advised of outcome	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Date Approved		KEYS ISSUED (if applicable)	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Record Scanned into TRIM		Record number	
Yes <input type="checkbox"/>			