

APPLICATION FOR USE OF COUNCIL FACILITIES, MALL & PARKS

1. Applicant's Information		
Name	Company/Organisation (if applicable)	
Street Address/Postal Address		
Town	State	Postcode
Email	Phone	
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 dates/times:		
5. Insurance details		
Current Public Liability Insurance certificate must accompany all bookings. Please attach a current copy.		

6. Activities in the Central and/or East Mall	
2019/2020 Fee and Charges apply	
Administration/booking fee (applies to all mall and park bookings)	\$20.50 <input type="checkbox"/>
Section 68 Fee (if applicable)	\$135.00 <input type="checkbox"/>
Commercial display/sale/fashion parade (Only permitted for businesses currently located and operating within the mall)	
Per day – medium use (vehicles permitted for set up only)	\$183.00 <input type="checkbox"/>
Private function or event (Some activities, celebrations or events may require approval under Sect 68, see page 3)	
Per day	\$200.00 <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	\$37.00 <input type="checkbox"/>
Key deposit – Refundable	\$32.00 <input type="checkbox"/>
7. Activities in Council Parks	
2019/2020 Fee and Charges apply	
Please note: Central Park is reserved for formal public ceremonies only e.g. Anzac Day, Remembrance day and wedding ceremonies excluding receptions. Curtis Park is preferred where vehicle access is required. Vehicle use in Civic Park for set up only.	
Commercial event/display – Civic and Curtis Parks Armidale, Moran stage Circus events to use the Armidale, Guyra & village Showgrounds. Some events may require a Development Application or Section 68 approval	
Per day	\$648.00 <input type="checkbox"/>
Park facility opening fee e.g. locked toilets etc.	
Per day	\$25.00 <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"/>
Charlston Willows camping Organised events only based on a minimum of 60 campers, min. 2 days. (May require DA or Section 68 approval)	
Per day	\$256.00 <input type="checkbox"/>

Use of electricity	Yes <input type="checkbox"/> No <input type="checkbox"/>
Per day	\$37.00 <input type="checkbox"/>
Road closure (will require Traffic Management Application 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	Charge varies with requirements

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 Park 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
		Parks & Reserves Rec. code: 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 Chris Bonning for assessment for Section 68 approval
Booking Entry Date			
/ / 20		Records stamp	
		TRIM FOLDERS – Mall: ARC16/0190-4 Central Park: ARC16/0048 Civic and Curtis Parks: ARC16/0071	
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"/>			