

APPLICATION FOR USE OF COUNCIL FACILITIES MALL & PARKS

Applicant's Information	
Name:	
Company/Organisation:	
Postal Address:	
Email:	Phone:
Facility Requested	
Name of park or location:	
Details of event	
Describe the event: (Please provide as much detail as possible about the event. Include location plan)	
Dates and Times	
Commencement dates/times:	
Insurance details (Public Liability Insurance)	
Insurance details are compulsory and must accompany all bookings. Please attach a current copy.	

Activities in the Central and/or East Mall		
2023/24 Fee and Charges apply		
Administration/booking fee (applies to all mall and park bookings) multiple bookings made at one time only incur one admin fee	\$26.00	<input type="checkbox"/>
Section 68 Fee (if applicable) - Refer fees and charges	TBC	<input type="checkbox"/>
Mobile vendor temporary use of central mall (fee per day) Mobile vending includes any for profit business not currently trading from the mall. May also require Section 68 approval		
Weekdays 8am – 2pm	\$82.00	<input type="checkbox"/>
Saturdays 8am – 12pm	\$82.00	<input type="checkbox"/>
Weekdays 2pm-5pm	No charge	<input type="checkbox"/>
Sunday 9am-5pm (Not available Market Sundays)	No charge	<input type="checkbox"/>
Private function or event (Some activities, celebrations or events may require approval under Sect 68, see page 3)		
Per day or part day	\$256.00	<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	\$52.00 <input type="checkbox"/>
Key deposit – Refundable	\$36.00 <input type="checkbox"/>

Activities in Council Parks 2023/24 Fees 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. Not all parks are available for commercial events. 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 & Moran stage Circus events to use the Armidale, Guyra & village Showgrounds. Some events may require a Development Application or Section 68 approval	
Per day	\$695.00 <input type="checkbox"/>
Charlston Willows camping Not for casual camping. Organised short term events only.	
Per day	\$298.00 <input type="checkbox"/>
Public event in any park (Open to public. No ticket sales for profit. No commercial promotions) (May require Section 68 approval, see page 3).	
	No charge <input type="checkbox"/>
Park facility opening fee e.g. locked toilets etc.	
Per day	\$41.00 <input type="checkbox"/>
Use of electricity A key may be required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Per day	\$52.00 <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) permit required 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"/>

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:

Office use			
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"/>	Mall Charges Rec Code: A209 <input type="checkbox"/>
		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
TRIM FOLDERS – Mall: ARC16/0190-4 Central Park: ARC16/0048 Civic and Curtis Parks: ARC16/0071	Name of processing officer Date Approved and booking entered: Records stamp: Record Scanned into TRIM		