

## Information to book a Council Facility: Please read before completing and lodging form

- In the interest of all users, it would be appreciated if the completed form is lodged with Council is least 30 days prior to the event.
- Road Closures will require lodgement of a Traffic Management Plan and completion of documentation (available from Customer Service) for consideration by the Traffic Committee. Dependent on the type of event up to 3 months notice may be required.
- Public Assemblies also require completion of documentation (available from Customer Service) for lodgement with the local Police prior to the event.
- Erection of marquees and structures may require Section 68 approval.
- Structures such as stalls, tables, equipment etc must not be placed on or within 1 metre of any tactile indicator to ensure no obstruction and safe passage of persons with vision impairment.
- No object to be placed within 2.5 meters of the property/building alignment.
- All facilities must be left in a clean and tidy manner.
- Charges for use of Council facilities are to be paid prior to the event.
- Charities and businesses located in the mall are not permitted to approach members of the public.
- No vehicle access in the mall unless approved.
- The consumption of alcohol in parks is only permitted under certain circumstance with prior notice and authority from Council.
- If food and drinks are to be sold, a copy of your food authority registration certificate must be attached to this application.