

APPLICATION FOR PERMIT USE/HIRE OF PUBLIC RESERVE

Use this form if you wish to hire a Council reserve for an event such as a wedding, car show, family function, fun run, school function, expo, festival, etc. You should read our **Guidelines for the Use and Hire of Public Land** prior to completing this form.

OFFICE USE ONLY		
Receipt no:	Amount:	Date:

PART 1 - APPLICANT DETAILS	
Name/organisation:	
Postal address:	
Home & mobile number(s):	
Email:	

PART 2 – RESERVE DETAILS

Please tick the box for the reserve you wish to hire:

- | | |
|--|--|
| <input type="checkbox"/> Black Beach Kiama <small>(252)</small> | <input type="checkbox"/> Bonaira Native Garden Kiama <small>(207)</small> |
| <input type="checkbox"/> Blowhole Point Kiama <small>(254)</small> | <input type="checkbox"/> James Oates Minnamurra <small>(259)</small> |
| <input type="checkbox"/> Hindmarsh Park Kiama <small>(257)</small> | <input type="checkbox"/> Minnamurra Headland Minnamurra <small>(207)</small> |
| <input type="checkbox"/> Orry-Kelly Stage (Hindmarsh Park) <small>(257)</small> | <input type="checkbox"/> Reid Park Jamberoo (including picnic shelter) <small>(207)</small> |
| <input type="checkbox"/> Coronation Park – Surf Beach Kiama <small>(256)</small>
<small>Including rotunda and picnic shelter bookings</small> | <input type="checkbox"/> Cooke Park – Boat Harbour Gerringong <small>(254)</small>
<small>including picnic shelter bookings</small> |
| <input type="checkbox"/> Black Head Gerroa <small>(207)</small> | <input type="checkbox"/> Other – complete details below <small>(207)</small> |

Reserve name:	
Location of reserve:	

PART 3 – DETAILS OF USE			
Event type:			
Date(s) proposed:			
Start time:		End time:	

PART 4 – INSURANCE REQUIREMENTS

You will be required to have public liability insurance to Council's standards. If you are a sporting body, club, association, corporation or incorporated body you will be required to provide a Certificate of Currency for your Public Liability Insurance from an APRA approved company. Please forward a copy with this application. If you do not fall within that category, you may be eligible for public liability coverage from Council, for an administration fee. The fee amount is dependent upon the number of people attending your event.

Please tick the appropriate box.

- less than 25 people (**\$32**) 26-50 people (**\$64**)
 51-99 people (**\$96**) 100 people or more (**\$160**) (code 206)

PART 5 – FEE DETAILS

Please tick the permit you require:

General Permit Less than 24 hours hire of a casual nature, e.g. weddings, family functions	\$145 per permit	<input type="checkbox"/>
Specific Permit Use extends between 2 and 4 days	\$103 per day	<input type="checkbox"/>
Specific Permit Minor part of 1 day up to 16 separates times a year	\$26 per day	<input type="checkbox"/>
Extended Permit Extended use of between 5-9 consecutive days, up to 4 times a year	\$618 per permit	<input type="checkbox"/>
Extended Permit Extended use of between 10-14 consecutive days, up to 4 times a year	\$1,546 per permit	<input type="checkbox"/>
Major Event Permit (plus damage deposit bank guarantee)	\$1000 per event	<input type="checkbox"/>

If you are not sure which type of permit you require please contact us.

PART 6 – ACCESS

You may require access to your nominated area for the purposes of conducting your event. If the reserve has gated access you will need to complete a Council reserve key application and indemnity form and submit this to Council at least 1 week prior to your event. The form is available on request.

Our Reserve Key Terms and Conditions must be complied with.

Yes, I would like a Council reserve key application and indemnity form sent to me

PART 7 – OTHER REQUIREMENTS

Depending on the type of event you may need to provide additional information/documents such as:

- risk assessment
- additional waste & cleaning requirement details
- traffic management plan
- temporary food stalls and mobile vending
- sustainable event management guidelines
- public liability insurance certificate

Applicant signature:

Date:

PART 8 – PAYMENT DETAILS

Note: Charities and charitable fund raising, not for profit organisations and community groups based within Kiama LGA are exempt from paying reserve hire fees. To be considered a charity or not-for-profit group you must be registered with the Australian Charities and Not-for-profits Commission. If you are not sure of your status please contact Council to confirm.

Payment of the reserve hire fee (and public liability insurance admin fee if applicable) can be made in person at our Administration Centre 11 Manning Street, Kiama; by phone (02) 4232 0444 with credit card details or by cheque.

If you would like us to phone you for credit card details please provide the name and phone number of the cardholder below.

Contact name:	<input type="text"/>	Phone number:	<input type="text"/>
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What now?

Your application and payment will be processed, forwarded to our Engineering & Works Department and added to our Reserve Hire Calendar. Once all documentation is received and approved a permit for hire will be issued.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information so that Council can assess your application to use/hire a public reserve. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** While the supply of this information is voluntary, the personal information you provide will enable Council to assess your application. **Access/Correction:** You can access the personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of completing the request. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council's Privacy Policy can be viewed at www.kiama.nsw.gov.au/your-council/policies