

Reserve Access Terms and Conditions

1. General

- 1.1 Completion of the “Council Reserve Key Application and Indemnity Form” must be completed and returned to council for approval prior to key pick up
- 1.2 Credit card details are to be provided at the time of key pick up in accordance with Council’s Fees and Charges.
- 1.3 The key shall not be hired out to a third party
- 1.4 The key shall be returned to the responsible Council officer or his/her representative upon request
- 1.5 The key shall be returned to the responsible Council officer or his/her representative on the schedule due date. Failure to return the key will result in \$50.00 charge to the nominated credit card
- 1.6 Access is for the nominated area(s) ONLY and for the personal use of the hirer or the use of the organisation the hirer represents
- 1.7 The key is not to be duplicated under any circumstances
- 1.8 Where cars or other vehicles will be entering the reserve, photographs must be provided of the nominated area at the time of key collection. This may alleviate any disputes or later claims for damages of council property from the works
- 1.9 The applicant completing the form must be the person collecting the key

2. Access for purpose of construction on private land:

- 2.1 Details shall be provided of the contractor(s) undertaking the works including copies of their Public Liability Insurance with a minimum of \$20M coverage.
- 2.2 A risk assessment is prepared for activities within the public reserve associated with the works
- 2.3 Payment of a damage deposit bond of \$600. The bond shall be refunded upon the satisfactory remediation of all disturbed areas within the public reserve back to a pre-existing condition. Any costs incurred by the Council in relation to remediation or public safety in the reserve will be drawn from this bond. Should these costs exceed the value of the bond held the property owner will be liable for the reimbursement to council.
- 2.4 A Traffic Management Plan prepared by a suitably qualified person in accordance with the NSW Roads & maritime Services guidelines to cater for both vehicle and pedestrian traffic is submitted to council.
- 2.5 Dilapidation report (photographic) shall be completed and provided to Council prior to any works commencing. This may alleviate any disputes or later claims for damages of council property from the works.

- 2.6 Works shall only occur between the hours of 7am – 6pm Monday to Friday and 8am – 1pm on Saturdays. No works will be permitted on Sundays or public holidays.
- 2.7 The contractor shall ensure that all sediment laden runoff from the works is controlled at all times subsequent to the commencement of construction. Sediment control must be maintained at all times and checked for adequacy at the conclusion of each work day.
- 2.8 No materials, **at any time**, shall be stockpiled within the public reserve.
- 2.9 Council officers have the right to provide a “no access direction” at any time due to adverse weather.

***Please note Construction Access requires 1 week processing time, please make allowance for this when requesting access**

Am I prepared?

General

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| Council Reserve Key Application and Indemnity Form | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Credit Card Details to take to Council Office | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Photographs of Reserve | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Construction Access

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Council Reserve Key Application and Indemnity Form | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Credit Card Details to take to Council Office | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Copy of Contractor/s Public Liability insurance (\$20M min) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Dilapidation Report (photographic) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Approved Traffic Management Plan | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

If you have any queries please contact the
Risk Management Officer (Insurance) on (02) 4232 0444