

APPLICATION FOR CONSENT TO USE/HIRE PUBLIC LAND

- 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 **Public Land Management Policy** prior to completing this form. This form must be submitted and paid for at least 4 weeks prior to the planned event.

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:

Major Sites:

☐ Black Beach/Old School Flat Kiama ⁽²⁵²⁾
☐ Blowhole Point Kiama ⁽²⁵⁴⁾
☐ Chittick Oval Kiama ⁽²⁵⁸⁾
☐ Hindmarsh Park Kiama ⁽²⁵⁷⁾
☐ Kiama Showground ⁽²⁵⁸⁾
☐ Coronation Park – Surf Beach Kiama ⁽²⁵⁶⁾

Including rotunda and picnic shelter bookings

☐ Kiama Sports Complex ⁽²⁰⁷⁾

General sites:

☐ Kevin Walsh Oval Jamberoo ⁽²⁰⁷⁾
☐ Gerry Emery Reserve Gerringong ⁽²⁰⁷⁾
☐ Michael Cronin Oval Gerringong ⁽²⁰⁷⁾
☐ Orry-Kelly Stage (Hindmarsh Park) ⁽²⁵⁷⁾
☐ Gainsborough Chase Reserve ⁽²⁰⁷⁾
☐ Bombo Hill ⁽²⁰⁷⁾
☐ Keith Irvine Oval Jamberoo ⁽²⁰⁷⁾

Minor sites*:

☐ Old School Park ⁽²⁰⁷⁾
☐ South Werri Reserve ⁽²⁰⁷⁾
☐ Reid Park Jamberoo (including picnic shelter) ⁽²⁰⁷⁾
☐ Minnamurra Headland ⁽²⁵⁹⁾
☐ Bombo Beach (excluding northern end) ⁽²⁰⁷⁾
☐ James Oates Reserve Minnamurra ⁽²⁰⁷⁾
☐ Cooke Park – Boat Harbour Gerringong ⁽²⁰⁷⁾

(including picnic shelter bookings)

☐ Black Head Gerroa ⁽²⁰⁷⁾
☐ Seven Mile Beach Gerroa ⁽²⁰⁷⁾
☐ Bonaira Native Gardens ⁽²⁰⁷⁾
☐ Other – **complete details below** ⁽²⁰⁷⁾

Reserve name:	
Location of reserve:	

- Council will assess and determine the suitability of reserves not listed in Part 2.

*large events cannot be held on reserves listed as minor sites.

PART 3 – DETAILS OF USE			
Name of event:			
Proposed event date(s)			
Bump in date: (if an event)		Bump out date: (if an event)	
Start time:		End time:	
Bump in time: (if an event)		Bump out time: (if an event)	
Estimated number of patrons per day (events):			
Total floor area (events-stages marquees etc.):			

PART 4 – FEE DETAILS

Please tick the short term licence you require. If you are not sure which type you require, please contact us.

A - General Short Term Licence Used for up to 4 hours, up to 26 separate times a year	\$35 per day	<input type="checkbox"/>
B - General Short Term Licence Use for less than 24 hours duration and one off uses, OR Wedding ceremonies, small social gatherings, construction access	\$160 per licence	<input type="checkbox"/>
C - General Short Term Licence Use between 2-4 days	\$320 per licence	<input type="checkbox"/>
D - General Short Term Licence Use between 5-9 consecutive days, up to 4 times a year	\$690 per licence	<input type="checkbox"/>
E - General Short Term Licence Use between 10-14 consecutive days, up to 4 times per year	\$1,600 per licence	<input type="checkbox"/>
F - Major Event Short Term Licence (This fee does not apply to an event if Development Consent is provided, however the damage deposit is still payable)	\$2,600 per event (Plus bank guarantee or damage deposit \$1,000 per reserve or at Council's discretion)	<input type="checkbox"/>
Native Title Assessment Reserves that are located on Crown Land will require a Native Title Assessment. If so, a fee of \$62 will be payable. Please contact us if you would like to know if this applies to the reserve that you are hiring.	\$62 per reserve (Rec Code 262)	<input type="checkbox"/>

PART 5 – 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.

Please advise Council if you would like an access key. Our Reserve Key Terms and Conditions must be complied with.

PART 6 – OTHER REQUIREMENTS

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

- Site plan (including measurements of all temporary structures & equipment. Height of structures must also be included)
- Risk assessment
- Certificate of currency – Public liability insurance
- Temporary food stall and mobile vending permits
- Additional waste and cleaning requirement details
- Traffic management plan/ section 138 consent
- Development consent

If your event requires the use, closure or partial closure of a public road, you will need to apply using Council's Application for Road Closure and Footpath Occupation form which is available on Council's website (application fees apply).

Applicant signature:		Date:	
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PART 7 – 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 can be made in person at our Administration Centre 11 Manning Street, Kiama; or by phone on (02) 4232 0444 via credit card.

CANCELLATION

Please note: If the booking is cancelled more than 30 days from the date of use, 90% of the fee is refundable. If the booking is cancelled within 30 days from the date of use, zero refund applies.

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 short term licence 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