

APPLICATION FOR TEMPORARY ACCESS OVER PUBLIC LAND

Use this form if you wish to apply for temporary access to Kiama Municipal Council owned or managed land for the purpose of gaining entry to an adjoining property. This completed application form and all required attachments must be lodged with Council at least 21 business days prior to the planned activity. Council reserves the right to refuse an application that is lodged without sufficient notice. Other approvals may be required.

OFFICE USE ONLY		
Receipt no:	Amount:	Date:

PART 1 - APPLICANT DETAILS	
Full Name:	
Company Name/Organisation:	
ABN/ACN:	
Postal Address:	
Contact Phone Number(s):	
Email Address:	

PART 2 – DATES AND TIMES – Dates and times of required access			
Start Date:		End Date:	
Start Time:		End Time:	
Works shall only occur between the hours of 7:00am – 6:00pm Monday to Friday and 8:00am – 1:00pm on Saturdays. Works not permitted on Sundays or public holidays.			

PART 3 – ADDRESS – Address of property requiring access	
Street Address:	
Suburb, State and Post Code:	

PART 4 – ADDRESS – Address of the Council Land/Reserve	
Reserve Name:	
Address of Reserve:	
Lot and DP:	
Rear or Side Access Required:	

PART 5 – EXPLANATION: Why you cannot access your property via driveway/street access**PART 6 – PROPOSED USE**

☐ Fencing ☐ Landscaping ☐ Renovations ☐ Spa/Pool Construction

Other: Please specify below

PART 7 – MACHINERY – Please list all objects requiring access

Vehicle Type/Building Object Including make and model	Gross Vehicle Mass	Number of return trips over reserve

PART 8 – CRANES/ROAD OR FOOTPATH CLOSURES

Is a road or footpath closure required?	☐ Yes	☐ No
Are you proposing to use a crane?	☐ Yes	☐ No

PART 4 – FEE DETAILS

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

Access via Council land

Application fee (non-refundable)	\$200.00 per application	☐
Late Application fee (less than 21 business days)	\$150.00 per application	☐
Up to 24 hours Licence fee (access via Council land for up to 24 hours)	\$186.00 per licence	☐
1 to 10 days Licence fee (access via Council land for 1 to 10 days)	\$1,835.00 per licence	☐
More than 10 days Licence fee (access via Council land for more than 10 days)	Quote supplied following assessment of application – per licence	☐

Damage Deposit - Bond	Price on application	☐
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PART 5 – ACCESS

You may require access to your nominated area for the purposes of conducting your activity. 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 one week prior to your planned activity. 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 – DOCUMENTATION REQUIRED

- Aerial View Site Plan
- Traffic Management Plan showing traffic being managed whilst vehicles entering reserve from road
- Risk Assessment including first and last name of person responsible for each hazard/risk
- Public Liability Insurance Cover – Copy of Certificate of Currency (\$20M cover to indemnify Council)
- Public Liability Insurance Cover – Copy of Certificate of Currency (\$20M cover to indemnify Council) for any contractors you engage including crane operation
- Dilapidation Report (photographic) to be provided to Council a minimum of seven (7) days prior to commencement of any works. Photos should also be taken and provided to Council following completion of works.

PART 7 – APPLICANT'S DECLARATION

- I declare the information provided on this form is accurate, complete and correct
- I declare I have attached all documentation indicated above
- I understand this application and approval is not guaranteed
- I also understand that if incomplete, the application will not be accepted and the conditions of the access licence must be observed and payment of any damages associated with the work is agreed

Applicant signature:

Date:

PART 7 – PAYMENT DETAILS

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.

What now?

Send this form and attachments to council@kiama.nsw.gov.au for assessment and determination of proposal.

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