

Casual and Courtesy Access to Park Reserve Land Application Form

Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under *Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



This form is to be completed when a person or organisation wishes to use Council land for the purpose of a private function/activity and/or for a use not associated with a Temporary Event including requesting access to Council land for maintenance/building works required on private property. These bookings do not entail exclusive use nor will Council provide any services i.e. power.

P: 07 4932 9000 | **E:** enquiries@rrc.qld.gov.au | **W:** www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

Applicant Details

Applicant name/business name:

Please note: Applicant name must be the same as shown on the public liability insurance.

Contact name (if different):

ABN:

Postal address:

Preferred contact number:

Email:

Preferred delivery method: Email Post Collect – (Rockhampton, Gracemere, Mt Morgan)

Email is the standard form of delivery. If this method is unsuitable please select an alternative.

Access Details

Please advise the reason you require access to Council park reserve land:

- Private function/activity (for example, birthday party, pop up marketing stall, Political Rally etc) – please complete the **Private Function/Activity Details** section
- Maintenance/building works required on private property – please complete the **Maintenance/Building Works Details** section

Name of park:

Address of park reserve land:

Location of activity:

Please advise if any Council gates require unlocking and when: *(Please note: It is an offence to drive on Council land without approval. Access outside business hours may attract a fee)*

Private Function/Activity Details

Description of function/activity:

Date of function/activity:

Start time (incl. setup):

am / pm

Finish time (incl. pack up):

am / pm

Anticipated attendance:

Please advise if any equipment or entertainment has been organised for the function/activity:

Weighted marquee – please advise the size of the marquee:

Jumping castle (*licenced companies only*) – please advise the company name and ABN:

Music/amplified devices – please provide details:

Other: (*i.e. pony rides, gym equipment, etc*)

Maintenance/Building Works Details

Works to be undertaken:

Commencement date/time:

Completion date/time:

Vehicle details:

Company name *(if applicable)*:

Possible impacts on any pedestrian traffic and how impacts will be minimised on the movement of such traffic:

Public Liability Insurance (Please note a copy of your public liability insurance and indemnity statement must be provided for personal training and amusement companies.)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Photo of park reserve land and activity location.
- Site Plan – showing marquees, jumping castle, etc, or location of building works and access required.
- Public Liability Insurance – Rockhampton Regional Council must be noted as an interested party on the Certificate of Currency and level of cover must be \$20 million *(if applicable)*.

Declaration

I submit this form with the relevant supporting documentation as required and agree to be responsible for ensuring that any requirements in respect of COVID-19 as required by law or under any Public Health Direction issued by the Chief Health Officer for Queensland or at the request of Council are complied with at all times.

I agree that the relevant approvals from Council will be obtained before any equipment is used on Council land.

Council's Local Laws set out the regulations of access to Local Government controlled areas and roads including the prohibition and restriction of particular activities. The use of motor vehicles within parks and reserves is restricted and permitted only if the part of the park/reserve is physically defined and constructed as a road or as a carpark. Penalties apply.

Name:

Signature:

Date:

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

FACT SHEET

Casual and Courtesy Access to Park Reserve Land

What is Casual and Courtesy Access to Park Reserve Land?

A person or organisation can request to use Council land for the purpose of a private function/activity and/or a use not associated with a Temporary Event including maintenance/building works required on private property. All requests of access must be submitted to Council using the Casual and Courtesy Access to Park Reserve Land Application Form. These bookings do not entail exclusive use nor will Council provide any services i.e. power.

Private Function/Activities

Examples of private functions/activities that a person or organisation can hold on Council's park reserve land:

- Private function (Company social clubs, birthday parties)
- Political rally/information stall
- Functions/activities with less than 50 people in attendance
- Any private function that will include the use of a jumping castle, pony rides or the like (Company must have own power supply and Public Liability Insurance)
- Functions/activities where additional marquees/shade equipment is needed (not supplied by Council)

Maintenance/Building Works

Approval of access to enable maintenance/building works to private property via Council park reserve land is not guaranteed and will be at the discretion of Council. Evidence must be provided confirming that as a property owner you are unable to find an alternative solution/options to access your land.

Requests must be received with sufficient notification timeframes. Requests received without sufficient notification may be declined and property owners asked to find alternative arrangements.

Reasons a property owner may require access include, but are not limited to:

- Replacement of a boundary fence
- Installation of a swimming pool (i.e. when the option to use a crane has been deemed too dangerous)

Possible impacts on any pedestrian traffic must be taken into consideration when requesting access.

Please note: Vehicles are not permitted to drive on the wooden boardwalk section of the Riverside Park Event Space. Limited access is permitted on some parks and sporting grounds. Approval must be obtained for vehicles to be granted access on Council land. Unless physically defined and constructed as a road or as a carpark, it is an offence to use a motor vehicle on Council land without approval. Access outside business hours may attract a fee.

Required Documentation

Council requires the below documentation to assist with the approval of all activities:

- **Public Liability Insurance of \$20 million** – Certificate of Currency (Personal Household insurance policies may cover this function/activity however, the hirer is required to check with their individual insurer first). A minimum \$20 million Public Liability Insurance must be provided to Council at the time of submitting the Casual and Courtesy Access to Park Reserve Land Application Form. Please note: The Certificate of Currency must list Rockhampton Regional Council as an interested party or state that Coverage is for "Anywhere in Australia".
- **Site Plan** – please include the following (if applicable):
 - Jumping castle
 - Marquees/tents
 - Amplified devices
 - Any other equipment or entertainment organised
 - Building works and access required