

Application to conduct activity/temporary access in Council parkland

Are you proposing?

- Holding an activity involving a large gathering and/or erection of temporary infrastructure in Council parkland;
- To gain temporary access through Council controlled land (other than via your dedicated road frontage access) to access your property. Access will not be approved on a regular basis to store trailers, boats, caravans or campers etc, however Council will consider approvals for access to assist with house renovations or pool installations for example and where normal access is limited; or
- Holding smaller activities including wedding ceremonies, birthday parties.

A **minimum of ten (10) working days** is required for processing of your request. Please read the Terms and Conditions overleaf prior to completing the application form. Thank you for your cooperation.

Part A – General details of activity/access. This section must be completed

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|---|--|----------------------|-------------------------------|
| 1. Proposed activity / access (please circle and/or describe where applicable) | <ul style="list-style-type: none"> ▪ wedding ▪ temporary access to applicant/s property via Council controlled land ▪ other, please describe; | | |
| 2. Name (person responsible for activity - if wedding, please advise names of bride and groom) | | | |
| 3. Postal address | | | |
| 4. Contact details | Daytime contact no: | Fax No: | |
| | Email: | | |
| 5. Period of proposed use | Date From: | / / |am/pm |
| | Date To: | / / |am/pm |
| 6. Location of proposed activity (If location is obscure place, please attach map with area marked) | | UBD Reference | No of expected guests: |
| 7. Is there any proposed infrastructure being erected in the park? eg. jumping castle, animal farm etc (A bond may be applicable for each item – see over) | Yes <input type="checkbox"/> Go to Part B No <input type="checkbox"/> Go to Q 8 | | |
| 8. Is vehicular access requested through Council controlled land OR as part of a proposed pre-arranged activity in a Council park? | Yes <input type="checkbox"/> Go to Part B No <input type="checkbox"/> Go to Part C | | |

Part B – Bond information

FOR COMPLETION WHERE APPLICANT PROPOSES VEHICULAR ACCESS THROUGH COUNCIL CONTROLLED LAND OR IS BRINGING A VEHICLE/INFRASTRUCTURE INTO COUNCIL PARKLAND. A refundable bond is required to be paid prior to approval, which will be held until completion of the usage period. Any damage to the park is to be rectified and the park is to be restored to its original condition. Should Council be dissatisfied with the level of restoration, the bond may be accessed to effect full and proper site restoration. Any remaining bond will then be returned to the applicant. Please pay at any Council office. Note: Council does not accept credit card payments for bonds.

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|---|--|--|
| Type of access (Please telephone 07 5581 6984 for bond amount) | | Office Use Only Account No: 74648 Item: USEPARKS |
| Type 1 \$300 | Type 2 \$500 | Type 3 \$501 - \$3,000 |
| Vehicle access requested for the purpose of moving a car, boat etc in/out of one's property on a "one-off" basis. or Jumping Castle/Animal Farm etc in park (Requests for regular access will be denied). | Access requested for minor landscaping/property enhancements whereby vehicles no larger than utility size are utilised to deliver materials or services. | Access requested for any property works whereby vehicles exceeding a "ute" size are utilised to deliver materials or services. ie pool construction access, renovations. |
| 9. Provide details of access/usage. ie type of infrastructure, vehicle/s. | | |

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| 10. Type of access eg. 1, 2 or 3 | | 11. Amount paid \$ | | 12. Tax invoice number (copy of receipt attached) | |
| 13. Does a gate need to be unlocked? | | Yes <input type="checkbox"/> No <input type="checkbox"/> Note: Minimum 2 working days notice required. Gates may require being dual locked for periods greater than one day. Applicants may be required to provide a lock. Keys will not be issued. | | | |

Part C – Agreement to Terms and Conditions. This section must be completed

Once application is submitted and any applicable bond is paid, the database will be checked and if the site is available, a letter of approval posted to you.

If you have any further queries please contact Parks & Recreational Services Administration on 07 5581 6984.

Please forward completed application form to:

Parks and Recreational Services Branch
Gold Coast City Council, PO Box 5042, GCMC Q 9729

or email gcccmil@goldcoast.qld.gov.au
 or fax 07 5581 6766

By signing below you acknowledge and agree to abide by the terms and conditions detailed as follows:

Signature Date

Approval is subject to the following terms and conditions:
General

- a) Please note many park locations are very popular. Therefore, it is important to ensure that this timeframe is adhered to for the benefit of all. Full co-operation with other bodies that also have permission to use the park is required. The park is for the use and enjoyment of all and public access must not be restricted in any way. Areas cannot be cordoned off and approval does not permit the sole use of the park or its facilities.
- b) During February/March, major surf competitions are held in the city. The preferred location for these is the point breaks of *Burleigh, Kirra and Snapper Rocks/Rainbow Bay*. This may impact on park sites in these areas at that time of year. During August to November each year, *MacIntosh Island Park* is involved in the setting up and dismantling of equipment for the Indy Carnival. Council is unable to guarantee condition or availability of any park.
- c) Approval is given to utilise the subject area for temporary purposes only, with the understanding that you have accepted to indemnify Gold Coast City Council in respect of any claims for personal injury and/or damage to property as a result of, or attributable to your usage of the subject area. Council takes no responsibility for any personal injury or damage to property caused by you, your organisation or the activity/event and suggests in the strongest possible terms that the applicant should obtain Public Liability Insurance for at least \$10,000,000 to protect your organisation and/or its members against claims and subsequent legal action for recovery of such damages.
- d) When vacating the Council park area, you must remove all items attached to any Council structure, eg nails/tacks, balloons, streamers and decorations. No such fixtures are to be attached to trees. No printed literature, posters, handbills etc to be distributed, displayed or affixed on or over roads or on poles or fences in the city. No marquees are permitted in Council Parkland.
- e) Vehicles are not permitted inside the perimeter of the park or onto any grassed area without prior approval. Contact Parks & Recreational Services prior to submitting your application.
- f) The use of a sound amplifier is to be such so as not to produce a volume of sound other than is reasonably necessary for the hearing and enjoyment of persons at the activity and so that the sound level is of no disturbance to neighbouring properties.
- g) The area is to be left in a tidy condition with all litter collected and placed into provided receptacles.
- h) If you require use of power, access may be available within some barbeque facilities provided. Other power supplies are the responsibility of the applicant and must comply with the relevant legislation. Council does not open power boxes. Generators are not normally permitted.
- i) It is a State Law that no alcohol is permitted to be consumed in public places.
- j) For major functions, eg circuses, fairs etc, applicants are required to lodge written application with layout plans and acquire public liability insurance.
- k) No fencing, trees or shrubs are to be interfered with or damaged.
- l) Access will not be approved on a regular basis to store trailers, boats, caravans or campers etc.
- m) Council can revoke approval at its discretion.
- n) The approval letter may be required to be sighted by an authorised Council officer during the activity.
- o) Council takes all due care with this approval but accepts no responsibility.
- p) Any other conditions that the Executive Coordinator Parks may impose from time to time.

Weddings

- q) Approval is for a simple wedding ceremony only and approximately two (2) hours is allowed. Any associated setting up and dismantling must be completed within this timeframe.
- r) A limited number of chairs, red carpet and signing table are permissible.
- s) Only biodegradable confetti is to be used.

Bonds

- t) The bond will be held until completion of the usage period. If there is any damage, the park is to be restored to its original condition prior to the activity, and should Council be dissatisfied with the level of restoration, the bond may be accessed to effect full and proper restoration. Any remaining bond will then be returned to the payer.
- u) For Petting Zoos/Animal Farms, all animals must be in a pen or kept on a leash at all times (except dogs in off leash areas). Where applicable, appropriate flooring such as plastic covered with straw must protect grass areas.
- v) The bond receipt may be required to be sighted by an authorised Council officer.
- w) At the end of the access period, please contact Parks & Recreational Services on 07 5581 6984 (quoting tax invoice number shown on receipt) to organise inspection of the park area, and make arrangements for your bond refund.