



OPERATE AN AMUSEMENT DEVICE APPLICATION

For use when lodging an application for
Operating an amusement devices
Section 68 Local Government Act

Revision No. 23-11-2016

OFFICE USE ONLY

Receipt No:

Date:

Application No:	Parcel No:
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PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Section 68 of the Local Government Act 1993 requires the prior approval of Council to be obtained for the installation and operation of specific amusement devices (Also see Council's Fact Sheet 19). Copies of the following documents are required to be submitted with this application.

- Certificate of currency for public liability insurance coverage (all devices must be listed on the Certificate)
- Current Certificates of registration for the devices issued by NSW WorkCover.
- Documentary evidence that logbook(s) exists and are current for each amusement device.
- Certification on the ground where devices are to be installed (see Part 2 of Application).

PROPERTY DETAILS WHERE DEVICES ARE TO BE OPERATED

Unit No	House No	Street
Suburb		Site Area m ²
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

APPLICANT DETAILS

Surname	First Name
Postal Address	
Suburb	
Phone	Mobile
Email	

OPERATOR DETAILS if there is more than one operator of amusement devices, please attach details on separate page.

Surname	First Name
Postal Address	
Suburb	
Phone	Mobile
Email	
On-Site contact name:	Mobile:

DATE(S) AND TIME OF EVENT

Date(s)
Proposed times

AMUSEMENT DEVICE DETAILS (if more space is needed please attach a separate page)

Amusement Device 1.

Name/Type of Device:	
Amusement device has been registered under Work Health Safety Regulation 2011	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Expiry Date:
Registration Number:	

AMUSEMENT DEVICE DETAILS Cont. (if more space is needed please attach a separate page)

Amusement Device 2.

Name/Type of Device:			
Amusement device has been registered under Work Health Safety Regulation 2011	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Registration Number:	Expiry Date:		

Amusement Device 3.

Name/Type of Device:			
Amusement device has been registered under Work Health Safety Regulation 2011	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Registration Number:	Expiry Date:		

Amusement Device 4.

Name/Type of Device:			
Amusement device has been registered under Work Health Safety Regulation 2011	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Registration Number:	Expiry Date:		

Amusement Device 5.

Name/Type of Device:			
Amusement device has been registered under Work Health Safety Regulation 2011	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Registration Number:	Expiry Date:		

Are there additional Amusement Devices listed on separate page Yes No

PART 2 – ADDITIONAL INFORMATION

AMUSEMENT DEVICE INSURANCE DETAILS It is essential that the hirer holds a minimum \$10,000,000 public liability insurance cover for the specified device(s). It is the responsibility of the operator to verify with their insurer that their insurance policy terms will cover the proposed device(s).

Has a copy of the certificate of currency been attached to the application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Liability Insurers Name(s):		
Name of Insured:		
Business or profession of insured (as specified on policy):		
Period of Insurance	From	To
Indemnity Limit (Note: Minimum \$10,000,000)		

Are you seeking approval to have an amusement device on public land? (eg Council reserve, park) Yes No
Note: A valid Certificate of Currency (minimum \$20m public liability) is required to be provided to Council where an amusement device is proposed to be located on public land

LOGBOOK DETAILS

Current logbook exists for each device	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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CERTIFICATION OF SUITABILITY AND ADEQUACY

Is the ground/foundation on which the device is to be located sufficiently firm and not dangerous because of its slope or irregularity, to sustain the device while it is in operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the ground/foundation and/or device be certified as fit for purpose by a practicing professional engineer prior to the operation of the device? If yes, please provide Council with a copy of the engineer's certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A copy of the certification is attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note: Where a device is to be located on public land, a certificate of adequacy from a professional engineer must be provided to Council prior to the operation of the device.

Comments



Comments

PART 3 - OWNER(S) DETAILS AND CONSENT

PROPERTY OWNERS CONSENT

Name(s)		Company	
		Position Title	
Postal Address	State	PO Box	Telephone
Telephone	Mobile	Post Code	Mobile

I/We the undersigned are the owner(s) of the property described in the application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Acts, Regulations or Planning Instrument.. I/We understand that as owner(s) of the property I/We have an obligation to fulfill the terms and conditions of the order otherwise penalties may apply

Signature(s)

Name of
Person signing *(Please print)*

Please indicate by 'X' Private Land Owner Sole Director Director, Secretary & Company Seal

Note: If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).
Note: In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). **Note:** In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.
Note: If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

HOW TO LODGE YOUR APPLICATION

<p>Address the application to</p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p>Payment Method By mail - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application</i></p> <p>Payment Method In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p>How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am & 1 to 5pm</p> <p>Fees Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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If you require further information regarding this request, please contact Council’s Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:	Payment Contact Phone Number:
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