



OPEN SPACE AND COMMUNITY FACILITIES
**APPLICATION FOR USE OF
 RECREATION FACILITIES**

OFFICE USE ONLY

Date

J/N

Amount \$.....

Place stamp here

Place stamp here (Office Use)

PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Information for Applicants: Prior to lodging this form, please refer to Council's Conditions of Use for Sport and Recreation Areas. Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees may apply as per Council's adopted Fees & Charges.

APPLICANT DETAILS

Name		Organisation	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email			

PART 2 – RECREATION FACILITIES

ORGANISATION DETAILS *Please indicate by 'X'*

Number of teams	Junior	
	Senior	
Is the organisation incorporated	Yes	No
Is a Certificate of Currency attached	Yes	No
If indicated No, Council's Casual Hirer Administration Fee may apply – See PART 3 – EVENT CHECKLIST		

FACILITY DETAILS

Park/Facility name	
Type of event/sport	
Number of fields	
Number attending	
<i>Development consent is required (as per chapter 8 of the DCP) for any event attracting over 500 people.</i>	
Sale of Alcohol	Yes No
<i>If yes a copy of approved Liquor Licence must be attached</i>	
Sale of Food by external vendor	Yes No
<i>If yes a copy of Public Liability Insurance details must be attached</i>	
Erection of Temporary shelter(s)/equipment	Yes No
<i>If yes a sketch of proposed location and dimensions must be attached</i>	

Additional requirements *Please indicate by 'X'*

<input type="checkbox"/>	Canteen
<input type="checkbox"/>	Amenities
<input type="checkbox"/>	Electricity

Frequency of use *Please indicate by 'X'*

<input type="checkbox"/>	Casual See CASUAL USE
--------------------------	-----------------------

Seasonal See SEASONAL USE

CASUAL USE (No more than once a month and no more than twelve (12) times per calendar year)

Date of event

Back up date

Time

to

SEASONAL USE (WINTER 1st weekend of April – 2nd weekend of September / SUMMER 1st weekend of October – 3rd weekend of March)

Period of use (inclusive of training times etc.)

/

/

to

/

/

Monday

am/pm

to

am/pm

Tuesday

am/pm

to

am/pm

Wednesday

am/pm

to

am/pm

Thursday

am/pm

to

am/pm

Friday

am/pm

to

am/pm

Saturday

am/pm

to

am/pm

Sunday

am/pm

to

am/pm

Committee member details Please indicate preferred contact by 'X'

President

Name

Address

Phone

Fax

Email

Secretary

Name

Address

Phone

Fax

Email

Treasurer

Name

Address

Phone

Fax

Email

PART 3 – EVENT CHECKLIST

DOCUMENTATION REQUIRED Please indicate by 'X'

In order to hold an event in a Council owned Recreation Facility the following documents must be submitted to Council along with this application form to be assessed for approval.

Cover letter – A brief description of the event and its purpose

Certificate of Currency – Public Liability Insurance for a minimum of twenty (20) million dollars including that of all external stallholders, amusement rides etc.

Casual Hirer Administration Fee

Site Map – Aerial map of the Recreation Facility and the proposed location and set-up of the event

Risk Assessment – Detailing any possible risks that may occur and who-how they will be dealt with.

Fees & Charges – May apply pending approval of the event.

CASUAL HIRER ADMINISTRATION FEE

Private Individuals that are not involved in an organisation, wishing to utilise Councils sporting facility and recreation areas no more than once a month and no more than twelve (12) times per calendar year are required to complete and return Council's Application for Use Form and are subject to a casual hirers administration fee payable to Council.

I/We understand that any incident or accident which may lead to a casual hirer claim should be referred directly and immediately to Cessnock City Council at the earliest possible opportunity. Each and every claim incurs an excess of \$1,000 that is payable by the hirer.

I/We have read the Conditions of Use for Cessnock City Council Sport and Recreation Areas. I/We agree with the condition that each and every claim incurs an excess of \$1,000 that is payable by the hirer. I/We agree to abide by and be bound by those conditions and have paid the casual hirer administration fee of \$30.00 (inclusive of GST).

Applicant(s) Name _____ Date _____

Applicant(s) Signature _____

Please note that Cessnock City accepts no responsibility for any personal injury, loss or damage to any property whatsoever belonging to either the hirer or any other persons attending the function.

COUNCIL OFFICER

Have you discussed the application with a Council Officer? Yes No

If yes, please provide details of Officer and date _____ Council Officer _____ Date _____

PART 4 – DECLARATION

APPLICANT DECLARATION

I/We apply for approval to utilise a Cessnock City Council owned Recreation Facility described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We give consent to Cessnock City Council to use the application and documents, provided in support of this application for advertising and notification purposes.

I/We have read the Conditions of Use for Cessnock City Council Sport and Recreation Areas. I/We agree to abide by and be bound by those conditions.

Applicant(s) Name _____ Date _____

Applicant(s) Signature _____

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 472 679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website www.ipc.nsw.gov.au.

PART 5 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325 OR General Manager Cessnock City Council DX 21502 CESSNOCK	Lodge in person (between 9am – 4.30pm) at Council's Administration Building Cessnock City Council 62-78 Vincent Street CESSNOCK NSW Lodge by email council@cessnock.nsw.gov.au Payment Method In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.	How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au Office Hours 9am to 5pm Monday to Friday *Payments are accepted until 4.30pm Fees Fees are calculated in accordance with Council's adopted fees and charges.
--	---	--

If you require further information regarding this request, please contact Council's Customer Service on (02) 4993 4100.