



Application Form 2018/19

Application for Use of Public Swimming Pools

OFFICE USE ONLY	
Receipt No:	
Date:	
Officer signature:.....	
Income no: Cessnock 46	
	Branxton 45

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 – USAGE DETAILS
CARNIVAL(S) *Fee of \$123 applies as per Councils adopted Fees & Charges.*

Pool required	
	Branxton
	Cessnock
Name of representative responsible for group	
Special requirements	
Are there spectators attending	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many	
Area of Pool/Number of lanes required <small>(Lane allocation is subject to change at the discretion of Council pool staff)</small>	
Expected number of users	
Average age and swimming ability of group	
Are any of the swimmers under 10 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be providing trained attendants	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many
Preferred option	Date
Option 1	
Option 2	
Option 3	

FUN DAY(S) *Fee of \$123 applies as per Councils adopted Fees & Charges.*

Pool required	
	Branxton
	Cessnock
Name of representative responsible for group	
Special requirements	
Are there spectators attending	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many	

Area of Pool/Number of lanes required <i>(Lane allocation is subject to change at the discretion of Council pool staff)</i>			
Expected number of users			
Average age and swimming ability of group			
Are any of the swimmers under 10 years of age?			Yes No
Will you be providing trained attendants		Yes No	If yes, how many
Preferred option	Date	Time	
Option 1			
Option 2			
Option 3			

LEARN TO SWIM/INTENSIVE SWIMMING
Please ensure that Instructor Insurance details (public liability etc), Instructor/AUSTSWIM Certification, Coach – Level 1 Certification and First Aid Certificates are attached to this application

Pool required		Branxton	
		Cessnock	
Name of representative responsible for group			
Special requirements			
Are there spectators attending		Yes	No
If yes, how many			
Area of Pool/Number of lanes required <i>(Lane allocation is subject to change at the discretion of Council pool staff)</i>			
Expected number of users			
Average age and swimming ability of group			
Are any of the swimmers under 10 years of age?			Yes No
Will you be providing trained attendants		Yes No	If yes, how many
Period of use		/ / 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

WEEKLY SWIMMING

Pool required		Branxton	
		Cessnock	
Name of representative responsible for group			
Special requirements			
Are there spectators attending		Yes	No
If yes, how many			
Area of Pool/Number of lanes required <i>(Lane allocation is subject to change at the discretion of Council pool staff)</i>			

Expected number of users				
Average age and swimming ability of group				
Are any of the swimmers under 10 years of age?		Yes		No
Will you be providing trained attendants		Yes	No	If yes, how many
Period of use	/	/	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

PART 3 – POOL USERS CHECKLIST

DOCUMENTATION REQUIRED *Please indicate by 'X'*

In order to utilise a Council owned Outdoor Swimming Pool the following documents must be submitted to Council along with this application form to be assessed for approval.

Outdoor Swimming Pool User Agreement – *Read, completed and signed.*

Certificate of Currency – *Public Liability Insurance for a minimum of twenty (20) million dollars.*

Instructor/AUSTSWIM Certification, Coach – Level 1 Certification and First Aid – *Learn to Swim/Intensive swimming*

Fees & Charges – *May apply pending approval.*

Please note: All users must complete a risk assessment each and every time the pool is used/hired and retain a copy for your records.

CONDITIONS OF USE

1. All applicants must provide a signed Pool User Agreement before their application is assessed.
2. Council facilities must be left in the same condition in which they are found.
3. The user is responsible for cleaning of all rubbish before departing from the centre and returning all equipment to its appropriate place.
4. The user must ensure that all fixtures and fittings are not removed, defaced, or damaged in any manner by persons using the facility. If in the event of damage the cost of repair will be the responsibility of the hirer.
5. No permanent decorations, fixtures, or posters of any manner are to be erected in any part of the pool and surrounds without the written permission of the Aquatic Facilities Coordinator.
6. All breakages, damages, or losses must be reported immediately to the Aquatic Facilities Coordinator and an incident report completed.
7. For the purpose of the issue of Family Passes, a “Family” is defined as “the names listed on a Medicare Card” and will continue to include Foster Children.
8. It is the responsibility of the hirer to ensure that all activities conducted within their responsibility abide by these Conditions of Use. As such, the following activities are not allowed:
 - Drinking of any alcoholic substance
 - Use of any Drug related substance
 - Smoking
 - Swearing or abusive behaviour
 - Dangerous or unsafe behaviour
 - Destructive behaviour to property and fixtures of the Swimming Pool
 - No glass containers of any kind to be brought into the pool grounds.
 - No pass-outs will be issued for any of Council’s Aquatic Facilities.
9. Pool staff have the discretion to allocate lane space subject to the number of swimmers on the day(s) of the users approved booking.
10. As per Council’s adopted Fees and Charges a Commercial fee of \$14.00 per lane/per hour or a Community fee of \$7.20 per lane/per hour may apply to your approved Pool booking.
11. As per Council’s adopted Fees and Charges a Carnival/Fun Day Booking fee of \$123.00 per event may apply to your approved Pool booking.

12. All hirers shall comply with Cessnock City Council Conditions of Use of premises and equipment as set out above. Any failure to abide by these conditions shall result in cancellation of this agreement.

PART 4 – DECLARATION

APPLICANT DECLARATION

I/We apply for approval to utilise a Cessnock City Council Outdoor Swimming Pool 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 Outdoor Swimming Pool User Agreement. 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 4300, 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 4300
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 4300.