



Application Form 2023/24

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

Prior to lodging this form, please refer to Council’s Conditions of Use for Public Swimming Pools. 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 applies as per Councils adopted Fees & Charges.*

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 <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 12 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			

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

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 12 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

Applications will not be considered without all required documents/qualifications submitted (Refer to Pool Users Checklist)

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
(Lane allocation is subject to change at the discretion of Council pool staff)

Expected number of users			
Average age and swimming ability of group			
Are any of the swimmers under 12 years of age?			Yes No
Will you be providing trained instructors		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 12 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 <input type="text"/>
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 and qualifications 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.*

Current Working with Children Check - *Required when conducting coaching and learn to swim lessons.*

Current First Aid Certificate

Austswim / RLSSA Swim Teacher – Qualifications are required for ALL instructors in the water.
 Teacher of Swimming & Water Safety – *This is a minimum requirement when teaching 4 years of age to adult.*
 Teacher of Infants & Preschool – *This is required when teaching between the ages 6 months up to 4 years of age.*
 Teacher of Towards Competitive Strokes – *This is designed to bridge the gap between learn to swim and coaching/mini-squad.*

Swim Australia – Qualifications are required for ALL instructors in the water.
 Swim Australia Teacher – *This is a minimum requirement when teaching from 2 ½ years of age to adult.*
 Teacher of Babies & Toddlers – *This is required when teaching between the ages 6 months up to 4 years of age.*
 Teacher of Competitive Swimming – *This is required when swimmers are recent “Learn to Swim” Graduates and are in the likes of a “mini squad” (usually around 10-years and under) and still acquiring the skills needed to transition into competition.*

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 Outdoor Swimming Pool User Agreement and current qualifications 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 facility 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. 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.
8. Pool staff have the discretion to allocate lane space subject to the number of swimmers on the day(s) of the users approved booking.
9. Fees and charges may apply as per Council's adopted Fees & Charges. All applicable fees and charges will be included on allocation letters and invoiced for payment.
10. Any failure to abide by these conditions shall result in cancellation of this agreement. 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 and Outdoor Swimming Pool User Agreement for Cessnock City Council. I/We agree to abide by and be bound by those conditions.

Applicant(s) Name	Date
Applicant(s) Signature	

PRIVACY NOTICE

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998](#) (NSW) and [Information Privacy Principles](#), the [Health Records and Information Privacy Act 2002](#) (NSW) and [Health Privacy Principles](#), and any subordinate legislation.

Purpose	The information on this application for the use of public swimming pools is being collected for the purpose of processing this application form. The information collected will be used for the purpose outlined, related administrative functions, compliance and complaint handling, internal auditing, and in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.
Intended Recipients	Council staff responsible for the function of using Council's public swimming pools and other related administrative functions.
Supply	Voluntary.
Consequence of Non-provision	If you do not supply the information, we will not be able to process your application.
Storage and Security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325.
Access	You may access, correct or update your personal information by visiting Council's website , contacting Council's Privacy Contact Officer on 4993 4100 or by sending an email to council@cessnock.nsw.gov.au .

If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the [Information and Privacy Commission](#) or visit their website ipc.nsw.gov.au.

PART 5 – LODGEMENT INFORMATION

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>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>Lodge by email council@cessnock.nsw.gov.au</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>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 on (02) 4993 4100.