



City of Port Lincoln

Template No 16-6-T1

Address: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606
Postal Address: PO Box 1787, Port Lincoln SA 5606
Email: plcc@plcc.sa.gov.au **Web:** www.portlincoln.sa.gov.au
Telephone: (08) 8621 2300 **Fax:** (08) 8621 2399

PERMIT APPLICATION OVAL, TURF & RESERVE USAGE

ISSUED UNDER COUNCIL BY-LAW NO. 4 LOCAL GOVERNMENT LAND
 AND LOCAL GOVERNMENT ACT, 1999 SECTION 200 (Business Use)

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|--|
| Record No:..... |
| Community: 16.6.1.2 <input type="checkbox"/> |
| Business: 16.51.2.47 <input type="checkbox"/> |

| | | | |
|---|---------------|-------------|--|
| Name of Business, Club, group or organisation | ("Applicant") | | |
| Postal address | | | |
| Contact person | | | |
| Telephone number | | Fax number: | |
| Email address | | | |

Hereby make application to the City of Port Lincoln to utilise:

Ravendale Sports Complex

Or Other Location/s:

- Western oval
 Eastern oval
 Both ovals

| | | |
|-----------------------------|-------|--------|
| Description of event or use | | |
| Dates from and to | | |
| Days of Week | | |
| Times | Start | Finish |

1. THE ISSUING OF THIS PERMIT IS SUBJECT TO:

- a) The Applicant agreeing to the relevant General Conditions and any other Special Conditions which the Council may determine in issuing the Permit
- b) The Applicant paying the prescribed fee, (as determined by Council).

2. ACKNOWLEDGEMENT

I declare that I am 18yrs of age or over and I am authorised to sign of behalf of the organisation/association. I acknowledge that I have read and understood the all the Conditions of the Permit outlined in this application form and agree to abide by them, together with any special conditions which may be imposed by Council.

Signed for and on behalf of the Applicant:

| | |
|-----------|----------|
| Signature | Date |
| Name | Position |

3. CHECKLIST FOR APPLICANT

Are additional rubbish bins required? Yes – quantity _____
 No

Please note additional bins will be charged as per Council's Fees and Charges Schedule.

Is there a requirement for power/lighting? Yes – details:
 No

The responsibility for usage of Oval lights at Ravendale rests with the Applicant and the Applicant agrees to pay for all costs associated with the usage of the lights during the period covered by this Permit, (as invoiced by the City of Port Lincoln.)

Is alcohol likely to be consumed? Yes
 No

If the sale of alcohol is proposed at the function, separate approval is required from the Liquor Licensing Commission. An application in the form of a letter should be lodged with the Liquor Licensing Commission seeking a temporary Permit. The application should clearly state the date and time for which a Permit is sought and should be accompanied by a site plan indicating the site for which the temporary Permit is sought. Further information www.olgc.sa.gov.au (Not applicable if using Ravendale Community Sports Centre Club bar facilities and Permit area.)

West Coast Police will be notified of the event if alcohol is likely to be consumed.

Is the event / use likely to impact on automatic watering systems, (i.e. is it proposed that structures and/or displays will be erected and remain in place overnight)? Yes
 No

Please contact Council's Parks & Gardens Supervisor at least one week prior to the event to ascertain location of sprinklers.

Will you require vehicular access to the oval surface? Yes – time/s:
 No

Do you require Council to perform line-marking on the ovals prior to the event / use? Yes – please attach details
 No

Cost of line-marking may be on-charged to the Applicant.

Will you require access to the Council toilets during the event / use? Yes – times:
 No

Use of toilets within the Ravendale Community Centre must be negotiated with the Ravendale Community Sporting Association.

Do you wish to use Council's logo to promote the event / use? Yes
 No

Use of Council's logo must be in accordance with Council Policy 18.63.3. Please provide an email address for the logo file to be sent to, if different to applicant details.

Have you attached a certificate of currency for your public liability insurance? Yes
 No – application will not be approved until certificate of insurance is provided and ongoing copies are received. Government agencies, schools or self-insured organisations must attach a letter outlining insurance arrangements.

4. PROMOTION – COMMUNITY GROUPS ONLY

Council provides facilities for erection of signs and banners for “events” within the City of Port Lincoln, which require separate application to be made – please complete form 2-9-T5 (available from Council’s website) if required. If approved, details will be added to Council’s Community Events Calendar on Council’s website. – *not applicable for BUSINESS PROMOTION*

5. GENERAL CONDITIONS OF PERMIT

5.1. COMMUNITY GROUPS

1. The Permit Holder will require general public and products liability insurance policy. A copy of the certificate of currency must accompany this Permit application.
2. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Permit.
3. The Permit is not transferable.
4. The Permit Holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
5. The Permit Holder shall notify the Council at the time of the application, if alcohol is to be served during the period of the Permit, and arrange application through a Liquor Licence Holder for such as per Council Policy 3.63.6
6. Pursuant to City of Port Lincoln By-Law No 4, Council prohibits all glass bottles and glass drink containers being brought into the facility. Penalties apply.
7. At the completion of any function or event held during the Permit period, all areas are to be cleaned to the satisfaction of Council. Failure to do so may result in cleaning fees being charged.
8. All litter resulting from any function must be removed from the facility and adjoining Council property before 9 am the following day.
9. The Permit Holder shall ensure that all entry points to the facility are secure and flood lights extinguished when leaving the facility.
10. This Permit may be revoked by Council if the Permit Holder fails to comply with a condition of the Permit and may be revoked in any other justifiable circumstance.

5.2. Business / Commercial

As per the Local Government Act 1999, Section 200, **IF** Council grants authorisation for the issue of this Permit, and the applicant agrees to comply with the following General Conditions and any special conditions:

1. For the term of the Permit, to comply with all applicable industry standards, health or safety standards, current standards of Standards Australia or any applicable Codes of Practice .
2. To ensure that all works carried out are undertaken to the highest standard and are carried out promptly and with all due care, skill and diligence.
3. To ensure that any alteration to the land does not interfere with or cause damage to or in any way affect the property of any other person.
4. To comply with any direction given by any authority, statutory authority or Council to remove, maintain or otherwise modify the alteration to the land subject to this Permit.
5. That all fixtures and equipment erected or installed in, on, across, under or over the land remain the property of the Applicant.
6. For the term of the Permit, to maintain all fixtures and equipment erected or installed, or vegetation planted, in good condition and to recognised standards.

7. To indemnify the Council, its servants and/or agents against all actions, costs, claims and demands for injury, loss or damage arising out of any negligent act or omission of the Applicant in relation to the alteration to the land, the granting of a Permit and the General Conditions and Special Conditions contained herein and such indemnity shall be in addition to any statutory immunity in favour of the Council.
8. A Permit is subject to the Applicant obtaining appropriate Development Act approval for any structures, fixtures or equipment.
9. A Permit does not confer on the Applicant any exclusive right, entitlement or interest in the land and does not derogate from the Council's powers arising under the Local Government Act, 1999.

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| 5.3. All Applicants |
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- A. For the term of the Permit, to take out and keep current a public liability policy of insurance, to an appropriate level of cover per claim in respect of any negligent act or omission of the Applicant in relation to any alteration to the land or any activity arising out of or from any business use granted under this Permit.
- B. To not assign or otherwise transfer this Permit without first obtaining the consent of the Council in writing.
- C. In the event that the Applicant has failed to comply with any of the conditions of the Permit or for any other justifiable circumstance, including reinstatement, maintenance, repair or removal, the Council may revoke the Permit.
- D. At the expiration, or earlier termination of this Authorisation to remove, if so directed by the Council, any structure or object erected or installed on the land and to reinstate the land to the satisfaction of the Council.
- E. Repairing and/or replacing any wilful damage to fixtures, fittings or turf surface by patrons to the event, excluding fair wear and tear will be the responsibility of the Permit Holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the Permit Holder.
- F. A Permit will not come into operation until proof of all insurances has been provided to the Council and all payment if requested is paid.

OFFICE USE ONLY – ADMINISTRATION AREA

Reservation

- Outlook calendar noted
- Invite Manager Community Infrastructure & Parks & Gardens Supervisor, (include document number for reference and ALL relevant information)

Business Application use checklist 16-51-T10

- Permit Agreement 16-51-T25

Community Group

- Insurance certificate received
- Permit Agreement (16-6-T3) saved in scan folder 16.6.1.2 applicant.docx
- Manager Community Infrastructure approval
- Ravensdale Community Sporting Centre advised (Property & Building Officer) if applicable

Notification

- Send approval 16-6-T3 to applicant

OFFICE USE ONLY (CIVIL & COMMUNITY INFRASTRUCTURE OFFICER)

Additional Bins

- Arrange with Veolia

Power/Lighting

- Advise Manager Civil Operations

Alcohol

- If alcohol is to be served, fax copy of application and Permit Agreement to SAPOL 8688 3065

Access to Oval Surface

- Arrange access to keys if required

Line Marking

- Advise Manager Civil Operations – work to be scheduled

Access to Toilet Blocks

- Advise Parks & Gardens Supervisor/Security (as applicable)

Logo

- Email 18-23-T14

Community Events Calendar

- Send task request to Website Administrator to include on Community Events Calendar, ref records number

FEES & CHARGES

Invoice for:

- Permit fee (Business use) \$ _____
- Bond EFTPOS 7-1-T13 (Business use) \$ _____
- Additional bins \$ _____
- Line marking (to be advised) \$ _____
- Lighting (to be advised) \$ _____