



# City of Port Lincoln

Template No 16-6-T23

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## PERMIT APPLICATION ARTEYREA WORKSHOP GALLERY CONDITIONS OF PERMIT AND APPLICATION FORM

Permits are issued for the use of Council land and community facilities in accordance with Council's By Law No 4: Local Government Land.

### **PERMIT FEES**

A permit fee may be charged at the discretion of the Council or as per Council's Fees and Charges Schedule.

### **Approval**

**Permit applications should be submitted at least two weeks prior to your event for occasional hire and at least one month prior for ongoing hire. Late or incomplete applications may not be approved.**

### **GENERAL CONDITIONS OF PERMIT**

- 1. The Form of Indemnity (Part B) must be signed and a copy of public risk policy supplied with the Application.*
- 2. The permit or location of the permit is **not** transferable and access is authorised on the date/s & between the times as indicated on the permit.*
- 3. 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.*
- 4. The permit holder must comply with the Council's NO SMOKING policy at all times.*
- 5. Ensure emergency evacuation exit doors and designated emergency exit ways are always clear and unobstructed and ensure that access to emergency equipment is unrestricted.*
- 6. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.*
- 7. Ensure that all windows and doors are securely fastened, lights are turned off and alarm has been set. Costs incurred as a result of not complying with these conditions may be on-charged to the permit holder.*
- 8. Electrical equipment owned by the hirer has current and approved electrical test and tag.*
- 9. Any damage or failure to be reported to Council, including any maintenance requirements, hazards identified or incidents or injuries that have occurred.*
- 10. Damage to Council property will be rectified by Council and the cost of repairs may be on-charged to the permit holder.*
- 11. Use of the facility must not cause annoyance to local residents or the general public, and may be terminated at the direction and/or discretion of a member of the Police or an authorised Council Officer. **If you are concerned that your event is becoming beyond your control or the conditions of this permit, please contact SAPOL on 131 444.***
- 12. That the access key/s issued will be returned to the Council as soon as practicable after the hire period.*
- 13. This permit is liable to be revoked by Council if the permit holder fails to comply with any conditions of this permit, or may be revoked in any other justifiable circumstance.*

**APPLICATION FORM PART A**

I, ..... (name)

Of .....

..... (postal address)

On behalf of .....

..... (organisation if applicable)

Phone:..... Fax:.....

Mobile:..... Email:.....

**ONE OFF HIRE**, Hereby apply for an occasional hire permit to undertake the following activity :  
..... (description)

On ..... (date/s)

Between the hours of .....

**ONGOING HIRE**, Hereby apply for a permit to undertake the following activity/s in the Arteyrea Workshop:  
..... (description)

From date ..... to ..... date

On these day/s of the week.....

And hours .....

Will a music system or amplified sound system be used?  Yes  No

***Please be aware that some events require a licence from the PPCA to broadcast protected recordings, i.e. background or featured music at concerts or festivals (please direct all enquiries to www.pcca.com.au)***

Is it likely that alcohol will be consumed?  Yes  No

***The City of Port Lincoln Council supports the Responsible Service of Alcohol***

Will your party be using an amusement structure?  Yes – please complete 16-6-T11  
(eg. jumping castle, rides, rock climbing wall, etc)  No

Approximate number of people attending.....

Additional information/requirements: .....

.....

.....

Key and alarm code can be collected from the Council office to be returned by / /20\_\_,  
a \$20 credit card deposit will be held.

I declare that I am 18 years of age or over and I have read and agree to comply with the “General Conditions of Permit”

Signature of Applicant.....Date .....

**APPLICATION FORM PART B**

**FORM OF INDEMNITY  
FOR UNDERTAKING PRIVATE ACTIVITIES ON COUNCIL LAND AND COMMUNITY FACILITIES**

*This form must be completed in all instances*

THIS INDEMNITY is given for the date/s as applied in Part A

By ..... organisation/individual  
(Hereinafter called "the Indemnifier") to the City of Port Lincoln (hereinafter called "the Council").

WHEREAS the Indemnifier has applied to the Council for authority to use a portion of a public area under the Councils control and care, for the purpose of holding a private function.

The permit holder agrees to indemnify the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them, arising out of or in relation to the issuing of the permit.

The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.

The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.

.....  
Signature of authorised Applicant being 18 yrs or over  
(On behalf the above organisation, or as an individual applicant)

**\*Please attach copy of insurance certificate**

**OFFICE USE ONLY**

Part A complete  YES  NO

Part B complete  YES  NO

Copy of Insurance Provided  YES  NO

Or to be covered by Council through Local Government Risk Services (Fee applies)  invoiced

for occasional hire ONLY \$..... (GL 110002410)

Permit Fee Applicable  YES \$.....  NO (GL 1060351)

Amusement Structure required  YES form 16-6-T11  NO

If YES to "Service of Alcohol" fax to SAPOL 8688 3065

Outlook Calendar Noted / tasks allocated

Key and alarm code issued  YES Key Deposit taken  YES

Attendees invited (names) .....

Permit approval letter saved in N:\Scan\ .....