



City of Port Lincoln

Template No 2-9-T6

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
Library Telephone: (08) 8621 2345 **Email:** ptlincolnlibrary@plcc.sa.gov.au

COMMUNITY DISPLAYS PERMIT

This permit is issued for the use of the Community Display area of the Port Lincoln Library for the purposes of community awareness.

1. ELIGIBILITY & FEES

Permits will be issued to government agencies, charitable (not-for-profit) organisations, schools and community groups. Permit fees are not applicable.

APPLICATION FORM PART A

I, (name)
 Of(address)
 On behalf of
(organisation if applicable)

Phone no..... Fax no
 Mobile no Email

Hereby apply for permission to erect a community display at the Port Lincoln Library
 Between(date/s)

Will the display involve erection of portable display boards? Yes No
 Will the display feature any interactive items, (eg. toys, models, etc) ? Yes No

If yes, please provide details:
 Additional information/requirements:

.....

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**.....

Please provide details and contact number of a person who will be the supervisor and responsible for the set-up, monitoring and removal of the display, (if not the applicant).

..... (name)
(address)
 Mobile No Phone Contact (other).....

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 Supervisor **Date**.....

APPLICATION FORM PART B

FORM OF INDEMNITY

FOR COMMUNITY DISPLAYS IN PORT LINCOLN LIBRARY

this form must be completed in all instances

THIS INDEMNITY is given for the event to be held from day of 20.....
(day) (month) (year)

To day of 20.....
(day) (month) (year)

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 the Port Lincoln Library under the Council's control and care, for the purpose of holding a community display.

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 years or over
(On behalf the above organisation, or as an individual applicant)

* Attach copy of insurance

COUNCIL AUTHORISATION PERMIT

Your Special Events Permit Application to erect a Community Display at Port Lincoln Library

On (date/s)

Is hereby approved, subject to these "General Conditions of Permit"

The Form of Indemnity (Part B) must be signed and a copy of public risk policy supplied with the Application.

1. *The permit or location of the permit, is not transferable.*
2. *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.*
3. *The display may only be erected in the area as indicated on the permit.*
4. *The permit holder shall ensure that the community display area is left in a clean and tidy condition when the display is removed. Failure to do so may result in cleaning fees being charged.*
5. *Damage to Council property will be rectified by Council and the cost of repairs may be on-charged to the permit holder.*
6. *This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.*

Special Conditions:

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SIGNED FOR AND ON BEHALF OF THE COUNCIL

.....

Louise Mrdjen
MANAGER LIBRARY SERVICES

.....

Date

Office Use Check List

Part A complete	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Part B complete	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Copy of Insurance Provided	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Or to be covered by Council through Local Government Risk Services	<input type="checkbox"/>	(Fee applies)	<input type="checkbox"/>	Invoiced
\$..... (GL 110002410)				
Outlook Calendar Noted	<input type="checkbox"/>			

APPLICATION OUTCOME

Approved: **YES** - 'Council Authorisation Permit page' copied and sent to applicant

NO - Letter advising permit application is declined sent to applicant