INFORMATION SHEET

PERMIT TO ACCESS PARKS AND RESERVES

This Information Sheet is intended as a guide for builders, developers and private individuals seeking a Permit to access Parks or Reserves for the delivery of building materials.

As a result of the damage (and repair costs) that private vehicles cause to turf; and the damage to sprinklers, paths and trees; building materials being stored on parks; and the lengthy duration of access on parks by some individuals and builders, the Council adopted the following procedure to allow limited access and use of Parks and Reserves.

- Permits for Access will only be granted for the delivery of material. They will not be granted for general vehicular access and parking to undertake work.
- Preparing to work on, or working from the park side of a house or building site or the storage of building materials on parks and reserves will only be permitted in special circumstances.
- A Permit for Access will not be granted if the delivery of material can reasonably be undertaken from the front of a house or building site. Access will not be granted simply because it may be easier (and therefore cheaper) to deliver material via a park.
- A Permit for Access will be limited to a maximum of 3 working days per application. A new Permit application is required if the job is not finished within 3 working days and the applicant needs to deliver more materials to the property.
- Access by semi-trailers, large trucks or cranes will not be permitted as these cause significant damage.
- If the application for a Permit is approved, the applicant will be required to pay a secure sum (bond) of $500 for minor works or $1,000 for major works ($1,500 when working from park). On expiry of the Permit, a Council Officer will inspect the site to determine if the full bond is to be returned, or if repairs are required to the Park or Reserve.
- Failure to obtain a Permit may result in the issue of an Infringement Notice of up to $300. Offenders may also be prosecuted and liable to a fine of up to $5,000 plus $500 per day for continuing offences.

All enquiries about a Permit to access a Park or Reserve should be directed to the Development Liaison Officer in the first instance.

Access fees:

1. $331.00 per day ($200/half day) for major works (ie construction projects undertaken by a builder or developer).
2. $65.00 per day ($42.00/half day) for minor works (ie. maintenance work undertaken by a resident or private individual).
PERMIT APPLICATION FORM
ACCESS TO PARKS AND RESERVES
(Builders, Developers, Private Individuals)

Name of Applicant: ........................................................................................................
Address of Applicant: ......................................................................................................
Telephone Number : .................. Mobile: .................................................................
Name of Property Owner: ............................................................................................... 
Telephone Number : .................. Mobile: .................................................................
Reasons for request for access: ......................................................................................
.........................................................................................................................................
.........................................................................................................................................
Address of Property to be accessed: ................................................................................
Building Licence Number (if applicable): ..........................................................................
Date and Time of Access Commencement: ........................................................................
Date and Time of Access Completion: .............................................................................
I have read and understand the conditions of this application as detailed overleaf.

Applicant signature ............................................. Date ............................

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td><strong>Access Fee:</strong> $......... <strong>Receipt No:</strong> ............... <strong>Gen App No:</strong> ...............</td>
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<tr>
<td><strong>Bond Required:</strong> $.......... <strong>Key Required:</strong> ☐ Yes ☐ No</td>
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<tr>
<td><strong>Bond to be Refunded:</strong> ☐ Yes ☐ No (If No – State Reasons)</td>
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<tr>
<td><strong>Date of Site Inspection:</strong> ........................................</td>
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<tr>
<td><strong>Assessment Officer's Name/s:</strong> ........................................</td>
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Copy: P&L - Crew Leader, Ranger - Admin Officer, DES - Development Liaison Officer

2020/21 Access Fees