



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/removal of large bulky items or access to provide a service.

As a result of the damage (and repair costs) that private vehicles may 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 5 working days per application. A new Permit application is required if the job is not finished within 5 working days and the applicant needs to deliver additional 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 to \$5000 for minor and major works in addition to access fees.
- 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.
- The bond will be refunded to the applicant in the form of a cheque.
- 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.

Applications must be submitted 14 days prior to the date park access is requested. All enquiries regarding a Permit to access a Park or Reserve should be directed to the Coordinator Parks in the first instance.

Access fees:

1. \$360.00 per day (\$220/half day) for major works (ie construction projects undertaken by a builder or developer).
2. \$82.50.00 per day (\$55.00/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:

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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

OFFICE USE ONLY

Access Fee: \$..... Receipt No: Gen App No:

Bond Required : \$..... Key Required: Yes No

Park Access Approved : Yes No

Bond to be Refunded: Yes No (If No – State Reasons)

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Date of Site Inspection:

Assessment Officer's Name/s: