



## 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 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 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 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.
- 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.

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. \$331.00 per day (\$200/half day) for major works (ie construction projects undertaken by a builder or developer).
2. \$75.00 per day (\$50.00/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

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

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Date of Site Inspection: .....

Assessment Officer's Name/s: .....