



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. \$378.00 per day (\$231/half day) for major works (ie construction projects undertaken by a builder or developer).
2. \$86.63 per day (\$57.75/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:

Supplier Account Information



This form is to be used by suppliers to provide account information required for remittance by the Town of Cambridge.

Supplier Details

Full Trading Name		
ABN Number		
Street Address		
Suburb	State	Postcode
Postal Address		
Suburb	State	Postcode
Phone	Fax	
Remittance Email		
Purchase Order Email		

Bank Details

Bank/Financial Institution	
Account Name	
BSB	Account Number

Declaration

By signing this form, you are declaring that the supplier account information above is true and correct.

Full Name	
Signature	Date

Please return the completed form to the Town of Cambridge Finance Department via email finance.account@cambridge.wa.gov.au

For enquires or assistance with account/invoice queries contact the Town of Cambridge Finance Department on 08 9347 6026.

Town of Cambridge payment terms are **30 days from invoice date**.

Please ensure that the correct PO number is identified on the invoice to assist in processing.