# 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:**

See the latest Fees and Charges: see https://www.cambridge.wa.gov.au/About/Corporate-Documents/Budgets-Annual-Reports/Fees-Charges

The fees are found under: **"PARKS AND RESERVES ACCESS FEES AND CHARGES"**

# Town of Cambridge

## 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 ………………………

| 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) |
| …………………………………………………………….………………………... |
| …………………………………………………………………….………………….. |
| …………………………………………………………………………………………… |
| Date of Site Inspection: …………………………… |
| Assessment Officer's Name/s: …………………………………………………….. |

# Town of Cambridge

# Park Access Bond Refund Information

This form is to be used by applicants to provide information required by the Town of Cambridge to refund Park Access Bonds.

## Applicant Details

Applicant Name

Address

Phone Number

Email

Application Number

## Bank Details

Bank/Financial Institution

Account Name

BSB

Account Number

## Declaration

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

Name

Signature

Date

Please return the completed form to the mail@cambridge.wa.gov.au