

Application for a Temporary Permit for use of Rous County Council operational land



Community event – Group visit

Use this application form when applying for a 'Temporary Permit for use of Rous County Council operational land: Community event – Group visit'. If you are unsure whether your community event is considered a group visit, please refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines'.

Lodging your application

The completed application form and all required attachments must be lodged with Rous County Council at least two (2) weeks prior to the activity.

Please note: Rous County Council reserves the right to refuse an application that is lodged without sufficient notice.

You can lodge your application:

- In **person** at the Rous County Council, Level 4, 218-232 Molesworth Street, Lismore.
- Office hours: Monday to Friday, 8.30am to 4.30pm; or
- **Mail** to Rous County Council, PO Box 230, Lismore NSW 2480; or
- **Fax** on 02 6622 1181; or
- **Email** to council@rous.nsw.gov.au

Part 1: Applicant details

Applicant (*Event organiser*).....

Operational manager (*if different to applicant*)

Contact numbers.....

Address.....

E-mail

Part 2: The location

Rocky Creek Dam Whian Whian Falls area Emigrant Creek Dam

Area of reserve requested:

Have you attached a site plan?

Yes No

Please note: A site plan template can be downloaded from the Rous County Council website.

Part 3: Type of event

Event name

Date(s) of the activity

Start time(s) **Finish time(s)**

Time required for set up and clean up

Days/hours before activity **Days/hours after activity**

What is the purpose of the community event? *(Tick one or more of the following)*

- Group visit for education and/or passive recreation.
 Other (please specify)

How many people will be attending your event?

Please provide a description of your activity:

Does the event have a program/schedule?

- Yes No

If yes, please attach a draft program to your application.

Please note:

You are required to contact Customer Service on (02) 6623 3800 to check if any additional approvals are required.

Part 4: Insurance and risk management

Refer to the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines', section 5: Insurance and risk management for further information.

Do you have public liability insurance?

- Yes, a copy of my public liability insurance is attached.
 Yes, Rous County Council already holds a copy of our public liability insurance.
 No, insurance will be obtained prior to the activity and a copy will be provided to Rous County Council prior to the activity.

Please note: Rous County Council reserves the right to request more than \$AUD 10M public liability insurance cover depending on the scale of the activity.

Please note: Local public schools do not have to provide a copy of their public liability insurance, as Rous County Council have already been provided with a Certificate of Currency from the NSW Department of Education.

Do you have workers compensation insurance?

If the activity holder or any person or organisation participating in the activity will be employing staff, workers compensation insurance must be provided.

- Yes, copies of all necessary WorkCover insurance certificates are attached.
- Yes, Rous County Council already holds a copy of our workers compensation insurance.
- No, insurance will be obtained prior to the activity and a copy will be provided to Rous County Council prior to the activity.
- No, the activity will not involve the engagement / employment of staff.

Please note: Rous County Council reserves the right to request additional, specific insurances for activities considered to be high risk.

Please note: Local public schools do not have to provide a copy of their workers compensation insurance as Rous County Council have already been provided with this documentation from the NSW Department of Education.

Do you have a Risk Management Plan?

- Yes, copy attached.
- No, to be provided prior to the activity.

Have you nominated a safety coordinator?

- Yes No

If yes, provide details of your safety coordinator who will be on site at all times during the activity, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities.

Safety coordinator

Mobile

Alternate contact

Alternate mobile

Will first aid be provided on site for your event?

- Yes No

If yes, provide details of who will be supplying first aid service to the event, including hours of service:

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What contingencies have been made for emergencies?

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Other information

Please list any other regulatory and statutory approvals you have gained:

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Declaration

I / We have read and understood all of the requirements outlined in the 'Guidelines for obtaining a Temporary Permit for use of Rous County Council operational land: Community event guidelines'.

I / We have completed all sections of this form.

I / We acknowledge that the person nominated on this form as a safety coordinator is aware of their role and responsibilities before and during the community event.

I / We understand that consent to conduct a community event on Rous County Council operational land does not provide me / us with exclusive use of the area and I / we cannot exclude others from using the area.

I / We acknowledge that I / we are the Person Conducting a Business or Undertaking (PCBU) and are required to follow the duties of a PCBU as set out in the *Work Health and Safety Act 2011*.

I / We acknowledge that it will be my / our responsibility to ensure that all conditions of any approval granted are met prior to the commencement of the activity and within the timeframes specified in that approval.

I / We certify that all of the information contained in this application is correct and accurate.

I certify that I am the applicant or authorised to sign on behalf of the applicant.

Name:
(please print)

Signature: **Date:** / /

Office use only			
Amount received:			
Receipt no:			
Receipt type:			
Date received: / /	Received by:	