



# APPLICATION TO ACCESS COMMUNITY LAND, CROWN LAND OR PUBLIC RESERVE



**(Short Term Casual Use only)**  
Please refer to Local Govt Act on reverse

- This application should be completed for permission to access Council owned land for the purpose of providing access for short term casual use only
- Approval is subject to strict terms & conditions (please see conditions below and on reverse of form)
- For access onto Crown Land, Crown Act requirements need to be adhered to

## APPLICANTS DETAILS

Title:	Mr / Mrs / Miss / Ms	First Name:	
Surname:			
Address:			
Town / Suburb:		Postcode:	
Contact Phone Number:	Home:	Work:	Mobile:
Email Address:			

## DETAILS OF LAND THAT YOU WISH TO ACCESS

Lot No:	Section:	DP:	
Address:	Suburb:		
Reserve Name: (If applicable)			
Community:	<input type="checkbox"/>	Crown:	<input type="checkbox"/>

## DATE/S & TIME/S REQUIRED FOR ACCESS TO RESERVE

Date/s:	Time/s:
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## STATED PURPOSE/REASON FOR ACCESS TO RESERVE


## CONDITIONS

- Please note a site inspection will be required **prior** to approval and **after** access use (**5 working days notice**)
- Application Fee is **\$342.00** and bond (**\$1083.00**), which is refunded at the completion of the project (**if no remedial works are required to be undertaken or costs recovered**)
- Applicant must confirm that he/she is prepared to make good any damage that may occur to the Council owned property as a result of the use of the land (**Applicant must sign & date form to confirm that they will abide by conditions**)
- Conditions may vary due to access/use and decision is at the sole discretion of Council
- Copy of Current Public Liability Insurance (**coverage of \$20 million and with Council noted as interested party**) is required with payment
- Any registered motor vehicle to be used must be insured with Third Party Property Damage
- Short term use in these instances is defined as being **no more than seven (7) days** continuous use
- See back of form for relevant Local Government Act Information

<b>APPLICANT'S SIGNATURE</b>		<b>DATE</b>	
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## OFFICE USE ONLY

Approved	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Park Co-ordinator's Signature	
Special Conditions	™ Park Co-ordinator to complete Comment Box on reverse of form if necessary			
Refundable Bond - \$1083.00 (inc GST)	Application Fee - \$342.00 (inc GST)			

Raymond Terrace Parks Application Fee Code	514	Tomaree Parks Application Fee Code	515
Raymond Terrace Parks Bond Code	498	Tomaree Parks Bond Code	499
<b>OFFICE USE ONLY</b>			

<b>SPECIAL CONDITIONS/COMMENTS</b>

<b>LOCAL GOVERNMENT ACT</b>
<ul style="list-style-type: none"> <li>▪ Local Government Act community land management provisions only affect Council owned community land.</li> <li>▪ Provision for land that is owned by the Crown Land is covered in the Crown Lands Act (1989) and must be adhered to.</li> <li>▪ Short-term use of Council owned community land is provided for in Section 46 (1) (b) (iii) of the Local Government Act 1993 (as amended &amp; relevant regulation).</li> <li>▪ Local Government Act (general) Amendments (Community Land) Regulation 2000, permits the use of any existing road or fire trail in existence on the commencement of this regulation that is located in community land for any of the following purposes. <ul style="list-style-type: none"> <li>a) to transport building materials and equipment required in relation to building work that is to be, or is being, carried out on land adjoining the community land,</li> <li>b) to remove waste that is consequential on such work,</li> </ul> </li> <li>▪ Is prescribed as a short-term, casual purposes.</li> <li>▪ However prior to using the Council owned property for the state purpose, the applicant will be required to notify Council in advance so that a site inspection can be arranged.</li> </ul>

<b>PARK CO-ORDINATOR CONTACTS</b>	
Raymond Terrace, Tilligerry Peninsula & Rural Park Areas	Michael Reay Ph: (02) 4987 4971 Mob: 0407 941 307 michael.reay@portstephens.nsw.gov.au
Tomaree Parks	Geoff Dann Ph: (02) 4984 9324 Mob: 0418 221 445 geoff.dann@portstephens.nsw.gov.au

<b>BOND REFUND APPROVAL</b>			
Attended Site Meeting with Applicant			
Bond Refund Approved	YES	NO	Park Co-ordinator's Signature
<b>COMMENTS</b>			