

Licensing of a commercial business activity on Council owned or controlled land

Application Form

116 Adelaide Street,
Raymond Terrace NSW 2324

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Raymond Terrace NSW 2324

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e council@portstephens.nsw.gov.au

ABN 16 744 377 876

FOR OFFICE USE ONLY

Date lodged

TO COMPLETE THIS APPLICATION

- Step 1** View and choose a location from the list on Council's website
- Step 2** View the guidelines
- Step 3** View the fees and charges (see Administration Services - Commercial Operator's Licence - water/land activities)
- Step 4** View the policy (see Commercial Operators Policy)
- Step 5** Download, complete this application form, email the completed form and supporting documentation to Council to tenders@portstephens.nsw.gov.au
- Step 6** Applications shall be accessed by an internal review panel and successful applicants will be notified by email

PRIVACY

Port Stephens Council is collecting your personal information for the purpose of assessing your expression of interest for use of council land. The collection of this information is authorised under the Local Government Act 1993. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system.

SUPPORTING DOCUMENTS

The following documents must be provided with this application:

- Copy of organisation's detailed [Management Plan](#)
- Copy of organisation's [Business Plan](#) - showing projected income and expenditure to be included
- Copy of organisation's [public liability Insurance](#) of \$20million noting Port Stephens Council as an interested party, and the Minister administering the Crown Lands Act 1989 where applicable.
- Additional insurance evidence to be provided where applicable;
 - Workers compensation
 - Marine hull insurance
 - Vehicle insurance
- Copy of organisations comprehensive [Risk Management Plan](#) including safe work procedures and risk assessments
- Copy of current [senior first aid](#) and [CPR certificate](#)
- [Certificates of Accreditation](#) are to be submitted for:
 - Organisation - Business Registration and ABN Certification
 - Operator Qualifications & Certification from the relevant Peak Body
- Copy of other authority approvals e.g. Lands, NPWS, Waterways and Marine Parks Authority
- Copy of references / past experience in the industry
- A [Working with Children Check](#) is to be provided by all employers and employees who will be actively participating (i.e. instructing) in the stated activity with clients under the age of 18

All documents held on site as required by the WHS Act 2011 will be made available for inspection by Council representatives at anytime.

Applicant details

Business name Phone

Business address

Postal address Same as above

Does the Business have Public Liability insurance? Yes No ABN
NOTE \$20 million minimum is mandatory for all licences

Contact person 1

Name Position

Phone Email

Contact person 2

Name Position

Phone Email

Type of land tenure Licence (non-exclusive use)

NOTE

When submitting supporting documents please refer to the GUIDELINE - Licensing of a commercial activity on Council owned or managed land.
When selecting either a single or multiple sites (Maximum 3 sites) for "land or water based activities" applicants are to select from Councils pre-defined list of Council owned and managed land that may be licensed for commercial operations: Table 1, ; as listed on councils website.
Maps of land or water based sites are to be submitted with selected locations;

Site number 1 Land based activity **OR** Water based activity

Priority site required

Alternative site required

Site address

Indicate days and times of operation

Site number 2 Land based activity **OR** Water based activity

Priority site required

Alternative site required

Site address

Indicate days and times of operation

Site number 3 Land based activity **OR** Water based activity

Priority site required

Alternative site required

Site address

Indicate days and times of operation

More Details

Provide details of the activities your organisation intends to hold on-site (please outline anticipated number of staff and visitors)

Demonstrate the need for your organisation's activities in the local area

Demonstrate how your organisation will function as an integral member of the local community and what benefits will you provide to the community

Applicant signature

Name

Date

Position