



Cnr Queen and Broughton Street  
 (PO Box 57)  
 Campbelltown NSW 2560  
 Phone: 4645 4000 Fax: 4645 4111

**Application For Use Of Public Park**

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

Name of Applicant/ Organisation				Booking Number	
Applicant postal address				Postcode	
	Organisation's Contact Name				
Applicant contact details	Phone		Mobile		
	Email				
Park location				Date/s required	
Purpose of hire – Please provide details (e.g. birthdays, family BBQ etc)					
Time required - including set up and clean up	Start		Finish		
Estimated number of people attending (must not exceed 100 people)					
<p>An event proposal and application shall be submitted to Council for consideration at least two weeks prior to the proposed event date to allow sufficient time for Council to assess the application and for any other additional approvals/permits or information to be obtained.</p> <p>If an event requires approval of a traffic management plan or road closure at least four weeks prior notice is required to allow sufficient time for approval by Council's Traffic Committee or the Roads and Maritime Services.</p> <p>Failure to submit an application within the above timeframes may prevent Council from having sufficient time to assess your application, requiring you to postpone or cancel your event.</p> <p><b>This event application does not constitute a formal approval by Council until a confirmation letter has been received by the applicant.</b></p>					
Applicant/s Signature				Date	

Do you intend using any of the following items/structures on the field		
<p><b>Amusement devices</b> (eg. Jumping castles, laser tag maze). If yes, please provide details.</p> <p>_____</p> <p>_____</p>	Yes	No
<p>I acknowledge that any amusement devices are to be weighted down (eg: sand bags) and not pegged into ground. A silenced generator must be used.</p> <p><b>Note:</b> Carnival rides, Water Castles (or similar devices) are not permitted to avoid flooding or damages to the grounds.</p>	Yes	No
<p><b>Public Liability Insurance –</b> The applicant must provide a copy of the amusement device providers current Public Liability Policy Certificate of Currency, valid for the hire period. This must be received at least 14 days prior to the function date.</p> <p>Is a copy of your Organisation’s current Public Liability Insurance policy attached? If a current Certificate of Currency is not provided, access to the grounds will be denied until a current copy is provided. The cover must be for a minimum of \$20m.</p>	Yes	No
<p><b>Operate a food stall</b> If yes, have you read and understood the Requirements for the Operation of a Temporary Food Stall?</p> <p>All temporary food stalls, including non for profit and charitable food stalls, must comply with Council's "Requirements for the Operation of One Day Food Stalls", the NSW Food Authority’s “Food Handling Guidelines for Temporary Events” and the Australia New Zealand Food Standards Code.</p> <p><a href="http://www.campbelltown.nsw.gov.au/RB/Business/HealthPolicyandRegulations/foodbusinesses/temporaryfoodbusinesses">http://www.campbelltown.nsw.gov.au/RB/Business/HealthPolicyandRegulations/foodbusinesses/temporaryfoodbusinesses</a></p> <p>The Application to Conduct a Temporary Food Stall form is to be submitted with this application for use of public park. Is this form attached?</p>	Yes	No
<p><b>Amplified Equipment</b> Use of amplified equipment must not create a noise nuisance. Must provide own power supply – a silenced generator must be used.</p>	Yes	No
<p><b>Erect temporary structure</b> eg (stall/tent/marquee/podium). If yes please provide details. _____</p> <p>_____</p> <p>_____</p>	Yes	No
<p><b>Alcohol-Free Zone -</b> I acknowledge that the drinking of alcohol is strictly prohibited.</p>	Yes	No
<p><b>Once completed, please send all applications to Campbelltown City Council by :</b></p> <p>✉ Post to Campbelltown City Council, PO Box 57 Campbelltown NSW 2560          📍 Council’s offices located on the corner of Queen and Broughton Streets, Campbelltown          📧 Email to <a href="mailto:council@campbelltown.nsw.gov.au">council@campbelltown.nsw.gov.au</a>          📠 Fax to (02) 4645 4111</p> <p><b>Please call Council’s Customer Service section on (02) 4645 4000 for any assistance.</b></p>		

