

AGREEMENT APPLICATION - RECREATION GROUND AND FACILITIES



www.derwentvalley.tas.gov.au
(03) 6261 8500

P.O. Box 595
New Norfolk TAS 7140

All bookings are required to be finalised and fees paid 2 working days prior to the event.

Club/Organisation Name:

Sports Ground:

Dates required:

We the undersigned, having read and understood the Facility Use Policy, Conditions of Use and hereby agree to ensure that all members of the above named club/organisation will comply with the terms and conditions of the policy.

The sports ground covered by this agreement is to be used for sporting, training and recreational purposes and for no other reasons unless permission is granted by Council.

CLUB CONTACT DETAILS

Club name:

Club mailing address:
(not sports ground
address)

Club President name:

Postal address:

Phone:

Email:

Club Secretary name:

Postal address:

Telephone:

Email:

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SEASONAL USE

Rosters for all grounds provided? ☐ Yes ☐ No

If **NO**, estimated date to be received

Sports Ground Usage

DAY	TIME START	TIME FINISH	PURPOSE (COMPETITION/TRAINING/OTHER)
Monday	am/pm	am/pm	
Tuesday	am/pm	am/pm	
Wednesday	am/pm	am/pm	
Thursday	am/pm	am/pm	
Friday	am/pm	am/pm	
Saturday	am/pm	am/pm	
Sunday	am/pm	am/pm	

Facilities Usage

DAY	TIME START	TIME FINISH	PURPOSE (COMPETITION/TRAINING/OTHER)
Monday	am/pm	am/pm	
Tuesday	am/pm	am/pm	
Wednesday	am/pm	am/pm	
Thursday	am/pm	am/pm	
Friday	am/pm	am/pm	
Saturday	am/pm	am/pm	
Sunday	am/pm	am/pm	

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KEY HOLDERS' NAMES AND CONTACTS

1.		
2.		
3.		
4.		

INSURANCE

All clubs/sports ground users must have public liability cover and be covered for a minimum of \$10 million. The hirer agrees to abide by and maintain the required insurances as listed in the Derwent Valley Council – Recreational Grounds and Facilities Conditions of Use for the duration of this agreement.

Certificate of currency must be attached to this application ☐ (tick if attached)

LICENCES & PERMITS

Are the premises licensed for selling alcohol? ☐ Yes ☐ No

Will the kiosk facilities be used? ☐ Yes ☐ No

Will you be selling food? ☐ Yes ☐ No

(Includes food that is provided as part of registration and/or entry fee)

If you answered **YES**, it is a legal requirement under Section 84 of the *Food Act 2003* to notify Council if you are planning any activity that involves either the handling of food intended for sale or the sale of food. Therefore, it may be necessary to obtain a temporary Food License from Council or provide a copy of your current Food License (if operating on a permanent basis).

TEMPORARY STRUCTURES (STAGES, TENTS, ETC.)

Will any temporary structures be erected at the event eg tents or marquees please see below for further information? ☐ Yes ☐ No

If **YES**, please describe what temporary structures will be erected and give an indication of size and quantity:

Temporary structure' includes any- (a) Booth, tent or other temporary enclosure, whether or not part of the booth, tent or enclosure is permanent; or (b) Temporary seating structure; or (c) Other prescribed structure.

Prescribed temporary structures include: (1) a mobile structure; (2) a temporary bridge; (3) a temporary stage; (4) a temporary platform, and (5) a temporary tower.

If **YES**, a Temporary Occupancy Permit may be required under the Building Act 2016. A Private Building Surveyor will need to provide a Temporary Occupancy Permit (Form 26) or a statement confirming it is exempt from requiring a Temporary Occupancy Permit

Is a Temporary Occupancy Permit or Exemption Statement required? ☐ Yes ☐ No

If **YES**, is a Temporary Occupancy Permit or Exemption Statement attached to this application? ☐ Yes ☐ No

PRIVACY STATEMENT

Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the Derwent Valley Council in order to advance the purposes of this form and to carry out Council business. The *Personal Information Protection Act 2004* and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting the Customer Service Department on (03) 6261 8500. Should you not provide the information sought, Council will not be able to process this form.

DECLARATION (CLUB PRESIDENT OR SECRETARY TO SIGN)

I _____
of _____ (Residential address only)

hereby make application for the premises set out in this application for the day and times specified in the Schedule. I acknowledge having received and read a copy of the Conditions of Use (Recreational Grounds & Facilities) and undertake to be bound by and comply with these Conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the facility in association with this application shall comply with the Conditions.

Signature

Date

RETURN COMPLETED FORM AND ABOVE REQUIREMENTS TO COUNCIL

IN PERSON

Council Chambers
Circle Street
New Norfolk

MAIL

Customer Service
Derwent Valley Council
PO Box 595
New Norfolk TAS 7140

EMAIL

dvccouncil@dvc.tas.gov.au

OFFICE USE ONLYHire fees paid? ☐ Yes ☐ No ☐ N/A

(Cash/Inv) Amount	\$	Inv date.	Receipt no.:
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Security bond paid? ☐ Yes ☐ No ☐ N/AKeys deposit paid? ☐ Yes ☐ No ☐ N/APublic Liability Insurance provided? ☐ Yes ☐ No ☐ N/ASports Ground and/or Facility has been assessed as suitable for sport being played under this agreement as per the ground's specification. ☐ Yes ☐ No ☐ N/AFood Licence EHO assessed? ☐ Yes ☐ No ☐ N/APlace of Assembly (POA) Application EHO assessed? ☐ Yes ☐ No ☐ N/ALiquor Licence provided? ☐ Yes ☐ No ☐ N/A**Event approved?** ☐ **Yes** ☐ **No** ☐ **N/A**

Notes:

Name and position of Council Officer: _____

Signature of Council Officer: _____

Date of approval: _____