

# CASUAL USE BOOKING FORM – RECREATIONAL GROUNDS AND FACILITIES



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

P.O. Box 595  
New Norfolk TAS 7140

This form is required for the casual booking of Council Halls and Recreation Grounds.

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

## APPLICANT DETAILS

Date of application:

Name of Club/  
Organisation/  
Association

Address:

Postal Address:

☐ As Above

Contact name:

Contact address:

Phone:

Home

Business

Mobile

Email:

Driver's licence no.:

Copy provided

☐ Yes ☐ No

## DETAILS OF BOOKING

Ground or Facility

Date

Time

Hire fees: \$

## DETAILS OF THE SPORT AND/OR ACTIVITY

Type of sport/activity to be undertaken:

Number of people attending (approximately):

Is the event being held open to the General Public (either by general advertisement or by paid/ticketed admission)? If yes please attach full details of all activities ☐ Yes ☐ No

Is the event going to be attended by 1000 or more people at any one time for a period of 2 hours or longer? ☐ Yes ☐ No

**If Yes, a Place of Assembly License is required under the *Public Health Act 1997*, and the application requires assessment by the Council Environmental Health Officer. Please contact Council Environmental Health Officer on (03) 6261 8530 to obtain the forms & information.**

## INSURANCE

Do you have Public Liability Insurance? ☐ Yes ☐ No

Has a copy been provided with this application? ☐ Yes ☐ No

(Please note – that all associations, organisations and/or clubs, must hold a current public liability certificate which must be provided upon application.)

## 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:

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*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 Occupation Permit or Exemption Statement required? ☐ Yes ☐ No

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

## FOOD PRODUCTION AND/OR SALES

Will the kiosk facilities be used? ☐ Yes ☐ No

Will you be selling food?  
(Includes food that is provided as part of registration and/or entry fee) ☐ Yes ☐ No

**It is a legal requirement under Section 84 of the Food Act 2003 to notify the 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 Mobile Food Licence from the Council or provide a copy of your current Food Licence (if operating on a permanent basis).**

**Please contact Council Environmental Health Officer on (03) 6261 8530 to obtain the forms & information.**

## ALCOHOL CONSUMPTION AND/OR SALES

Will alcohol be consumed? ☐ Yes ☐ No

Will alcohol be sold to individuals? ☐ Yes ☐ No

**If yes, then a Liquor Licence must be obtained from the Commissioner for Licensing (Ph. 03 6236 2261) or the form is available from [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au).**

Has a Liquor Licence been provided? ☐ Yes ☐ No

## OTHER

Is there anything else that the Council needs to know about your application? ☐ Yes ☐ No

Do you require any form of assistance from Council (eg. provision of wheelie bins, reduction of fees etc.)? ☐ Yes ☐ No

If yes please provide details: \_\_\_\_\_

## DECLARATION

I \_\_\_\_\_  
of \_\_\_\_\_ (Residential address only)

hereby make an application for the premises, for the day and times specified in the above. I acknowledge having 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](mailto:dvccouncil@dvc.tas.gov.au)

**OFFICE USE ONLY**Public Liability Insurance provided? ☐ Yes ☐ No ☐ N/AFacility has been assessed as suitable for sport being played under this agreement as per the ground's specification. ☐ Yes ☐ No ☐ N/A

Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Food Licence EHO assessed? ☐ Yes ☐ No ☐ N/A

Environmental Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Place of Assembly Application EHO assessed? ☐ Yes ☐ No ☐ N/A

Environmental Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Temporary Occupancy Permit? ☐ Yes ☐ No ☐ N/A

Building Surveyor/Compliance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Liquor 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: \_\_\_\_\_

**CALCULATION OF FEES**

Bond \$

Insurance/ Food Preparation (Coffee Vans)/ Power \$

Hire Fees \$

Hire fees paid? ☐ Yes ☐ No ☐ N/A

(Cash/Inv) Amount \$ Inv date. Receipt no.:

Hire Fees waived? – Note Decision of Council (month and agenda item number)

Security bond paid? ☐ Yes ☐ No ☐ N/AKeys collected? ☐ Yes ☐ No ☐ N/AKeys returned? ☐ Yes ☐ No ☐ N/ABond credited? ☐ Yes ☐ No ☐ N/A