



Temporary Structures

Park Hire Attachment 2

Effective from July 2024 to June 2025

Use this form to apply to use Council managed parks and open spaces for the erection of a temporary structure, such as:

- Marquees / Tents
- Stage
- Gantry

NOTE: Not all park hire events are suitable for all parks. Not all temporary structures are suitable for all parks.

Please complete and attach to your completed Park Hire form.

For further information, please contact Customer Service Centre on (02) 9391 7000.

Details

Description of structure(s) i.e. marquee, fete stall etc:

(Structures are not permitted at McKell Park and Blackburn Gardens)

Dimensions of the structure (metres):

Length:

Width:

Length x width (m²):

Height:

Location:

How is the structure to be secured to the ground? Pegs, sandbags etc:

If pegs are to be used, what are their length?:

Please complete the section for the appropriate structure:

Tent / Marquee for **FILMING**:

If you are using a singular temporary structure, is the floor area greater than 200m²? Yes No

If you are using multiple temporary structures, is the total floor area greater than 6m²? Yes No

Tent / Marquee for **PRIVATE / CORPORATE FUNCTION / COMMUNITY / PUBLIC EVENT**:

If you are using a singular temporary structure, is the floor area greater than 100m²? Yes No

If you are using multiple temporary structures, is the total floor area greater than 300m²? Yes No

Is the overall height greater than 6m? Yes No

Will there be tiered seating? Yes No

Stage for **COMMUNITY / PUBLIC EVENT**:

Is the floor area of the stage greater than 50m²? Yes No

Is the overall height of the stage greater than 1m? Yes No

If you answered "Yes" to any item, the proposed use of the temporary structure may require Development Consent. Please contact Council's Duty Planner on (02) 9391-7096

Supplier's details *(Provide contact details of the temporary structure supplier)*

Supplying company's name:

Supplying company's contact name:

Supplying company's address:

Phone:

Email:

Insurance details *(Please attach a copy of the supplier's certificate of currency to this application form)*

The applicant must supply Council with a copy of the temporary structure supplier's Certificate of Currency showing Public Liability Insurance to the value of at least twenty million dollars (\$20,000,000) per claim for the intended period of hire.

Indemnity statement and signature

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses, and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or on Council's land / near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage, or loss.

Applicant's signature

Date

Conditions for Temporary Structures

Temporary structures, tents, marquees, stages, stalls etc., must adhere to the following:

- They must not be used for the storage or handling of inflammable materials.
- They must not include a structure erected by way of alteration, addition, or extension to an existing building.
- They must be setback a minimum of 1.5 metres from all boundaries.
- They must not be set up within 2 metres of any tree trunk, shrub or garden bed
- They must not involve the installation of sanitary services within the structure.
- They must be removed within 24 hours following end of event/use.
- Council's adopted fee for temporary structures must be paid in accordance with Council's Fee Schedule for Parks and Reserves.
- There must be no demolition of existing structures or damage to gardens.

Conditions of Hire associated with this application can be accessed at:

www.woollahra.nsw.gov.au/park-hire-general-conditions

Fees *(Fees are valid until 30 June 2025)*

Temporary Structures	Fee	Receipt code
Where the footprint of the temporary structure is less than 50m ² <i>(Normal park hire fees are also applicable)</i>	\$0	
Where the footprint of the temporary structure is between 50m ² - 100m ² <i>(Normal park hire fees are also applicable)</i> <i>Marquees over 100m² will not be permitted, without development consent</i>	\$75.00 per item	T335
Bond for Temporary Structures <i>(Refundable after inspection)</i>	\$100 per item	T28

Privacy and conditions of use

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

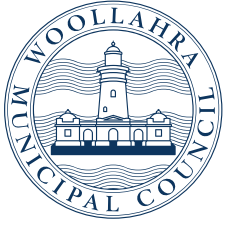
Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

CSO name:



Payment Form

Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;
PO Box 61 DOUBLE BAY NSW 1360

Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

Payment particulars

Payment for:

Council reference:

Application address:

Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: