

**Application to use a public place
Made under section 45 of the
Public Unleased Land Act 2013**

Return to the Stromlo Depot
Territory and Municipal Services
GPO Box 158 Canberra ACT 2601
Telephone: Canberra Connect 13 22 81
Fax: (02) 6207 2544
publiclanduse@act.gov.au

Permit/File Ref Number:
(Office use only)

Please note: This form is to be completed for all events and activities which use unleased public land, regardless of the size or complexity of the event or activity.

The processing time for **smaller events** (e.g. those with less than 100 people, such as weddings and private functions) that are expected to have minimal impact on the surrounding environment or other activities in the area is **28 days** following the receipt of all required information.

The processing time for **larger events** such as markets, festivals, rallies or organisational activities that may impact on the surrounding environment or other activities in the area can be up to **six months**. This is to allow sufficient time for consultation with other agencies and/or the general public as well as the possible adjustment of the application according to feedback.

Barbecues cannot be reserved.

Approval provides a right to use public unleased land consistent with the conditions of a permit. Permit holders should note that land remains a public place and exclusive use cannot be guaranteed in all circumstances.

Please ensure you give full details of your event including objects, structures and marquee size to be used, set-up and pull-down times, the requirements for access to gates or power and any other points which may help in the processing of your application. Attach additional information if needed.

Name of organisation (if applicable)

Name of applicant

Surname

Given name

Applicant's address

 Suburb State Postcode

Email address

Telephone

Business hrs

Mobile

Fax

Date from and time from

 / / :

am or pm (please circle)

Date to and time to

 / / :

am or pm (please circle)

Application to use a public place

Event name (if applicable)

Activity/Purpose for which the public place will be used

Location desired (please attach a map of location)

Expected numbers

Participants

Vehicles

Spectators

Objects associated with event (e.g. vehicles, equipment, marquee, jumping castles, stages, barriers, etc)

Type of goods to be sold/displayed (if any)

Will you need power (fee applies)?

Yes No

Do you require gate access (fee applies)?

Yes No

Will you require road closures?

Yes No

Please note: It is the applicant's responsibility to arrange power and gate access once the activity has been approved. See page 1 for contact details.

Other requests/comments (include description of any signage, marking tape setup time etc)

Public liability insurance

Indemnity

In consideration of the Territory permitting the Applicant to use the public place, the Applicant indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Applicant, in connection with the use of the public place, except to the extent that the Territory caused the relevant loss, damage or injury.

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Claims to be made good

The Applicant must make good at their expense the amount of all claims, loss, damage, costs and expenses subject to the above indemnity.

Application to use a public place

Public liability insurance – copy to be provided

During occupation and use of the public place, the Applicant must effect and maintain:

1. all insurance coverage required to be effected by it by law
2. public liability insurance coverage in the amount of no less than \$10 million (or any other amount notified by the Territory) in respect of each claim, with an insurance provider approved by the Territory and must produce evidence of that insurance as required by the Territory.

Insurance provider

Amount of coverage (million)

Valid to

/ /

I acknowledge and accept all attached standard conditions & will also abide by any additional conditions attached on approval.

Signature _____ Date ____ / ____ / ____ Witness _____

Please note: It is an offence not to produce a copy of this approval when requested to by a Police Officer or officer authorised under the *Public Unleased Land Act 2013*.

The below section is for office use only

Approved/Not approved _____ Date ____ / ____ / ____

on behalf of Australian Capital Territory

Address

Suburb

Approved from

/ /

Approved to

/ /

Additional conditions

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Application to use a public place

Public Unleased Land Permit
Issued under section 57 of the *Public Unleased land Act 2013*
Standard Terms and Conditions

Definitions

The '**Applicant**' is defined as the person who completes and signs this 'Application to Use a Public Place'. Where the applicant represents an organisation or company, the applicant is assumed to have authority from the organisation or company to act on its behalf and enter into this agreement.

The '**Territory**' refers to the Australian Capital Territory Government and its agencies.

'**Territory and Municipal Services**' (TAMS) is a Directorate within the Australian Capital Territory Government responsible for the management and use of unleased Territory land.

Applicant responsibilities

This permit authorises the permit holder for the use of unleased Territory land only. It is the responsibility of the Applicant to seek all necessary advice on further licensing requirements by other agencies (eg. Justice and Community Services for liquor licences, Roads ACT for Road opening and closing, Environment Protection Authority for noise related permits and the National Capital Authority for the use of national land) in relation to the event.

Fees

Fees are charged for some types of events or activities. Please check the website at www.tams.act.gov.au or contact the Land Use Team on (02) 6205 8794 for details. Fees for exclusive use of a recreation site or for on-line camping bookings must be paid in advance. Payment for events and activities with a per-person charge must be made within 14 days of the end of the event after final numbers are known, unless otherwise arranged. For information on camping or to book a campsite within the TAMS estate, please see www.tams.act.gov.au or phone Canberra Connect on 13 22 81.

Guarantee

A Guarantee or Bond may be required depending on the type of event and possible potential damage to Territory land. This determination will be made by the Public Use Coordinator.

Legal compliance

The Applicant must ensure that all persons involved in the event or activity are aware of and abide by laws and regulations governing the area, as shown by local regulatory signage and any additional conditions that may be attached to the approved application.

Gates/vehicle access

It is the Applicant's responsibility to leave the gate as found (open or closed, locked or unlocked), unless otherwise authorised by TAMS. A gate unlocked by the Applicant must be attended while open then locked after use. A fee may apply for gate access. Call Canberra Connect on 13 22 81.

Vehicle access into irrigated parks will not be generally supported. If vehicle access is permitted, access must be kept to a minimum and must be for set-up and emergency purposes only. Vehicles over 4 tonne are not permitted under any circumstances.

Power access

If your event is using power, any power leads crossing pedestrian areas must be suspended at least 2.4 metres above the pavement. Power cables must carry an inspection tag which is less than three months old. For further information please contact WorkSafe ACT on (02) 6207 3000.

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Application to use a public place

If access to power is required please contact the City Rangers on (02) 6207 7132 for further information.

Damage to Territory property

The Applicant will be responsible for any damage to Territory property caused by the event or activity. This includes damage to roads, footpaths, kerbs and gutters, fences, gates, furniture, signs, BBQs, trees, lawn, turf, irrigation systems or any other property. The Applicant agrees to report any such damage to Land Use Team on (02) 6205 8794 as soon as practicable, and to repair or make good the damage or reimburse the Territory for costs incurred in repairing the damage.

Removal of litter and waste

The Applicant will ensure that all litter and rubbish resulting from the event is removed from the site immediately after the event. This includes temporary signage. In formal recreation areas where bins are provided, these may be used for rubbish disposal. In areas where no bins are provided, waste must be removed and properly disposed of by the Applicant. Temporary toilets may be required as a site-specific condition of approval. If extra bins are required for waste collection, please contact Canberra Connect on telephone 13 22 81. A fee will apply for the provision of extra bins.

Public safety and insurance

The Applicant will take all reasonable steps to ensure the safety of participants, spectators and members of the general public in the event or activity. In particular, the Applicant will inspect the area immediately prior to use to ensure that it is safe for that use and report to the Territory as soon as possible any hazard detected on that inspection. Organised groups and commercial operators must provide evidence of a current Public Liability Insurance Policy to a value of at least \$10 million, or as determined by the ACT Insurance Authority in conjunction with TAMS.

Cancellation or modification of approval

TAMS may add Additional Conditions or cancel an event or activity at any time if required for safety or other reasons, including the likelihood of damage to Territory property as a result of rainfall, Total Fire Ban or other natural event or conditions. In such cases, the Territory will not be liable for any losses incurred by the Applicant(s), but will refund any fees paid. Should the need arise the area is to be vacated within a period specified by the Territory.

The Applicant should, as a matter of courtesy, inform the Land Use Team if an approved event or activity is to be cancelled by the Applicant for any reason.

A full refund will be provided for cancellations by the Applicant, if notification is given to the Land Use Team at least seven days before the scheduled event date. Cancellations within seven days of the event date may be refunded, at the discretion of the Land Use Team.

Exclusive use

It should be noted that, although approval has been given to use unleased Territory land for your event, it does not guarantee exclusive use of that land as it always remains a public place. TAMS will seek however, to avoid any conflicts arising with other approved events.

Some areas of unleased territory land which can only be accessed with prior permission may have exclusive use granted. These include Blue Range Recreation area, Woods Reserve Campground, Old Homestead Recreation area at Kowen, some areas within Tidbinbilla Nature Reserve (excluding playground / shelter) and some areas within the Murrumbidgee River Corridor.

Sound

Applicants intending to conduct public performances must ensure the sound generated does not impact adversely on nearby businesses or residents and must comply with the levels list below.

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Application to use a public place

Further information on acceptable noise levels can be obtained by contacting the Environment Protection Authority on 13 22 81.

Location	7am–10pm (8am-10pm Sunday & Public Holidays)	10pm–7am (10pm-8am Sunday & Public Holidays)
Civic centre and other major town centres (Belconnen, Gungahlin, Woden and Tuggeranong)	65dB(A)	50dB(A)
Group centres such as Dickson and Kingston	60dB(A)	45dB(A)
Smaller local centres such as Griffith and Lyneham	55dB(A)	35dB(A)
Residential areas	50dB(A)	35dB(A)

Irrigation

Where there is an irrigation system in the park, it must be protected where activities include erecting structures and/or driving pegs or stakes into grassed areas. Pegs should not be driven more than 200mm deep within irrigated areas. Where appropriate, you may be referred to park maintenance contractors to arrange for the marking of the irrigation system and to ensure that it is turned off at the time of your event.

Food

If your own BBQs or cooking equipment is being used, the area of grass or pavement under the BBQ must be covered with a fireproof mat or similar to prevent damage to the area.

Where you have indicated you will be conducting a sausage sizzle, guidelines for conducting a sausage sizzle in a public place have been enclosed.

The applicant is to ensure that no food from the event is to be fed to any domestic animals or wildlife, e.g. local birdlife.

Weddings

Vehicle access to the park maybe permitted in certain areas but must be restricted to the bridal party only. Where you have indicated access is required for the bridal vehicle and you have paid the relevant fee, a City Ranger will attend on the day to provide access. Please ensure the area is managed in an orderly manner and that it is left clean and tidy when vacated. Please be advised that the use of confetti, rice or similar is not permitted.

Structures on designated land

Several parks within the ACT require Works Approval from the National Capital Authority for the erection of any structures such as marquees or jumping castles. You will be advised if this requirement applies upon application.

Additional conditions

Approval for an event or activity may include site or event-specific conditions as determined by TAMS.

Failure to comply with the conditions of a public unleased land permit is an offence under the *Public Unleased Land Act 2013*.