

	<h2>APPLICATION FOR ACCESS/KEY TO COUNCIL PARK/RESERVE</h2>
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Park Access Terms and Conditions

Enquires: Customer Service
Phone: 4044 3044

Attached application must be completed in full.

- Approval of access must be obtained prior to payment of bond and issue of key. Enquiries by phone to be directed to the relevant depot.
- Bonds applicable - Contractors or Commercial Operators \$1000.00 Residents \$59.00 (or \$250.00 if works involving heavy machinery)
- Payments may be made at Council Chambers – Spence St, Gordonvale Library, Earlville Library or Smithfield Library. Payments can be made by cash, cheque, eftpos or credit card. (Please note that a 1% surcharge applies to credit cards).
- If the park key is lost, it must be replaced at the permit holder’s expense.
- Permit holder must call the relevant Depot to arrange an inspection of the park prior to return of key.
- Full restoration of lawns and grounds, if any damage occurs, is required to be carried out by the permit holder. If not, Council will rectify the damage but at the permit holder’s expense.
- The return of bond, payable by cheque, will only be applicable on presentation of identification, original receipt and park key.
- Where bond is not refunded in full, applicant will be advised in writing with details of costs recovered by Council.

The conditions of use are:

- That the driving speed of no more that 10kph be adhered to at all times.
- That there is no interference with, or removal of any vegetation within the park.
- The use of the park is for access only. No vehicles or equipment are to be stored in the park and no work is to be carried out in the park.
- All rubbish must be removed from the park.
- Gates to be kept closed and locked at all times after entering or leaving the park.
- The responsibility for “Duty of Care” rests with you and the safety of other park users must be ensured at all times.
- In the event of wet weather access is not permitted.

Note: Council reserves the right to revoke the permission for access at any time.

Permit Holder Accepts Conditions

NAMESIGNED

DATE...../...../.....

PARK/RESERVE

Name and/or Location _____

Duration of Access **From** ___/___/___ **to** ___/___/___

Access required for _____

APPLICANT

Name: _____

Address: _____

Phone: Work _____ Home _____ Mobile _____

Office use only	
Security Bond Paid	Amount \$ _____
Date ___/___/___	Receipt No _____ (T512)

KEY ISSUE DETAILS

COUNCIL DEPOT IN POSSESSION OF KEY - _____

Date of issue: ___/___/___ Due Date of return ___/___/___

Key No: _____ Tag No: _____

Permit Holders Signature: _____

Office Use Only	
Issuing Officers Name _____	
Issuing Officer's Signature: _____	Pay No: _____

KEY RETURN:

Return Date: ___/___/___ Permit Holders Signature: _____

Office Use Only	
Inspection Completed: YES / NO	Key Details Correct: YES / NO
Bond Refundable in full: YES / NO	Identification confirmed: YES / NO
Original Receipt Sighted: YES / NO	Receiving Officers Name: _____
Receiving Officer's Signature: _____	Pay No: _____

Cairns Regional Council – Information Privacy Collection Statement

Your personal information has been collected for the purpose of processing your application for access/key to a Council Park/Reserve. The collection of your information is authorised under Council Local Law 26. You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.