



# Community Land Event Application

Enquiries: 1300 581 299

[www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

Use this form to apply to conduct an event on community land within the Bayside Local Government area.

## How to Lodge this Application:

1. Ensure you have read Councils Event Guidelines
2. Ensure all fields have been completed
3. Ensure that all required documents have been attached
4. Lodge this application in person Councils Customer Service Center, Post or Email.

**Please Note:** The personal information required on this form may be available for public access under various legislation.

## Applicant Details:

Company/Organisation Name:		ABN:
Is your organisation registered as Not for Profit: <input type="checkbox"/> No <input type="checkbox"/> Yes (a copy of not-for-profit status must be attached)		
Address		Postcode
Telephone:	Mobile:	Email:

## Event Contact Details:

Contact Name:		Position:
Telephone:	Mobile:	Email:
Postal Address (if different from above):		

### Privacy Statement:

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

**Eastgardens Customer Service Centre**  
152 Bunnerong Road

Eastgardens NSW 2036,  
Australia  
ABN 80 690 785 443 Branch 004

**Rockdale Customer Service Centre**  
444-446 Princes Highway

Rockdale NSW 2216,  
Australia  
ABN 80 690 785 443 Branch 003

**T** 1300 581 299 **F** 02 9562 1777

**E**  
council@bayside.nsw.gov.au  
w www.bayside.nsw.gov.au

**Postal address:** PO Box 21

DX 4108 Maroubra Junction | DX 25308 Rockdale | Rockdale NSW 2216



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

**Venue Details:**

Proposed Venue Site:	
Nearest Street or Road:	Suburb:

If you are planning your event to be held on the road, please indicate the roads you wish to close. A traffic management plan will need to be submitted to Councils Traffic Committee (meeting held every 1<sup>st</sup> Wednesday of Month, reports submitted 2 weeks prior to meeting date)

Proposed Traffic Control (includes closures, part closures, speed restrictions, etc):
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**Event Details**

Event Name:
Type of Event: <input type="checkbox"/> Community <input type="checkbox"/> Commercial (for-profit) <input type="checkbox"/> Ticketed/ Restricted Entry <input type="checkbox"/> Private <input type="checkbox"/> Markets
Frequency of Event: <input type="checkbox"/> One Off <input type="checkbox"/> Recurring   – if recurring, how often:
Number of Expected Participants:
Event Assessment Score (Refer page 7 of Guidelines for Events):

**Dates & Times**

Event Date/s:	Event Time/s:
Setup Date:	Setup Time/s:
Breakdown Date:	Breakdown Time/s:

Do these times comply with the State Environmental Planning Policy:

<https://www.legislation.nsw.gov.au/#/view/EPI/2008/572/part2/div3/subdiv8/cl2.122> See Subdivisions 4 to 9.

Yes    No    Development Application (DA) Required

**Event Description:**

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**Event Content:****Does your event have the following:**

To complete this Section you will need a copy of the Event Guidelines to refer to pages referenced below.

**Tick all that apply**

- Food** - including free, sample or sale. (Permit Required, Refer to Page 20)
- Alcohol** (Liquor license required, Refer to page 19)
- Amusement Rides** (Permit required refer to page 18)
- PA / Amplified Sound** (Refer page 21)  
Time of use \_\_\_\_\_ Sound Check times \_\_\_\_\_
- Performance** (APRA license required, refer to page 21)
- Road Closure** (TMP & TCP required. Refer to pages 10 & 16)
- Power** (not available at all sites) (refer page 18)  
Number of Days required: \_\_\_\_\_
- Generators** (refer page 18)  
Number brought onsite \_\_\_\_\_
- Toilets** (Adequate facilities to be provided by organizer, refer page 19)  
Number of accessible facilities \_\_\_\_\_ Number of standard facilities \_\_\_\_\_
- Access to Water** (not available at all sites)
- Vehicle access to the site**  
Number of vehicles on site \_\_\_\_\_  Trucks  Cars  Forklifts  
 I have attached a copy of a vehicle management plan  
 I understand the event organiser is responsible for any damages caused by vehicles and the repair costs
- Structures** including Gazebos/ Marquees/Fete Stalls (Refer to pages 17)

Total Number \_\_\_\_\_  Pegged  Weighted

Total Square metres of all structures \_\_\_\_\_ (Refer to page 10)

Does the total floor area exceed 300 square metres:  No  Yes (DA required)

**Stages or Platforms** (Refer to pages 17)

Total Number \_\_\_\_\_ Total Floor area \_\_\_\_\_ Height from ground to stage floor \_\_\_\_\_

Does the floor area exceed 50m<sup>2</sup>  No  Yes (DA required)

Does the height exceed 2m  No  Yes (DA required)

NOTE: Council does not supply any structures, generators or any infrastructure for events.

**Environmental Sustainability:**

Council encourages all organisers to minimize the Environmental impact of the events.

- I understand Event signage and infrastructure cannot be attached to trees
- I have submitted a Part 5 Environmental Assessment for Council Approval. I understand a Development application may be required should Heritage or protected items be identified.

**Waste Management**

- I have assessed the number of bins based on the waste wise events formula (refer to page 20)  
Number of General Waste Bins \_\_\_\_\_ Number of recycling Bins \_\_\_\_\_ to be ordered from Council (fees apply)
- I have attached a copy of the site plan noting the location of bins
- I have attached a copy of the waste management plan, noting the number of litter picking personnel and their shift times
- I understand the event organizer is responsible for the cleanliness of the park during and after the event and fees will apply for any waste removal and cleansing left onsite.

**Public Notification of the Event**

You must notify emergency services and surrounding residents and business of your event at least three weeks prior to your event. If a Development application is required a longer notice period applies. (Refer page 14)

Banners and signage cannot be placed on Council property without approvals. Banners and signage must not be placed on trees.

- Any signage and marketing material relating to the event complies with the SEPP Subdivision 11 and I have attached written permission of the property owner to install.

- I have attached a copy of the Public Notice Letter, I understand the date in which I am required to distribute.
- I have notified NSW Ambulance ([AMBULANCE-EventPlanning@health.nsw.gov.au](mailto:AMBULANCE-EventPlanning@health.nsw.gov.au)) and NSW Fire and Rescue ([info@fire.nsw.gov.au](mailto:info@fire.nsw.gov.au)) of my intent to host an event
- I have notified NSW police of my intent to host an event  
[https://www.police.nsw.gov.au/data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)

Mascot Police Station- 965 Botany Road, Mascot. 8338 7399  
St George Police Station- 13 Montgomery Street, Kogarah. 8566 7499

### **Event Management Plan**

Council requires a detailed Event Management Plan to be submitted with the application. A revised copy is to be submitted 10 days prior to the event.

The Event Management Plan should include;

- Insurance Details
- Licenses & Permits
- First Aid Plans
- Security Plans
- Noise Management
- Site Plan
- Risk Management Assessment
- List of Contractors onsite
- Marketing and Communications Plan
- Traffic Management & Control Plans
- Waste Management Plan
- Emergency Management

## Compliance

- I have reviewed and understand the Guidelines for Events Document
- I have reviewed the State Environmental Planning Policy (SEPP) Subdivisions 4 – 10  
<https://www.legislation.nsw.gov.au/#/view/EPI/2008/572/part2/div3/subdiv8/cl2.122>
- This event complies with all conditions of the SEPP **OR**
- This event does not comply with all conditions of the SEPP and I understand I am responsible for submitting a Development Application to Council at least 6 months prior to the event. No Event shall take place until the Development Consent is issued.
- I have submitted a Notice of Intention to hold a Public Assembly to police and a copy is attached to this application  
[http://www.police.nsw.gov.au/\\_data/assets/pdf\\_file/0007/275560/Notice\\_of\\_Intention\\_to\\_Hold\\_a\\_Public\\_Assembly.pdf](http://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf)
- I have completed the Crowded Places Self- assessment tool. A copy of the assessment has been attached to this application and submitted to Police <https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-self-assessment-tool.pdf>
- Attached site plan to application
- Attached Public Notice Letter
- Attached Waste management plan
- Attached detailed Event Plan – Final copy to be resubmitted 10 working days prior to event
- Attached \$20 Million Public Liability Certificate Currency noting Bayside Council as an interested party
- Attached Workcover certificates for Amusement Rides or Activities
- A Traffic Management and Traffic Control plan have been attached (if applicable)
- Attached Part 5 Environmental Assessment
- I understand as the Event Organiser it is my responsibly to ensure Environmental Health standards of all food vendors onsite, I will send copies of the Permits issued at least 10 days prior to the event.
- I understand as the Event Organiser it is my responsibility to return the park to the condition it was handed over, Photographic evidence of any issues should be sent to Council immediately on handover of the venue. Fines may apply.
- I understand it is my responsibility to ensure the public safety of the persons attending the event and any contractors, volunteers and staff onsite
- I understand Council Regulations and Council Officers may attend the event for spot checks and may issue on the spot fines for any non-compliance.

<p>I declare that all the information given is true and correct.</p> <p>I hereby consent to the submission of this application and to Council making copies of all documents for the purpose of determining the application or providing copies to people who may be affected by the proposal</p> <p>I have been presented with and have read both the Bayside Council Recreation and Community Conditions of Use and Guidelines for Events.</p>
Full Name:
Signature:
Date: ____ / ____ / ____

Please forward your completed event application form, checklist and all relevant documents to:

<b>Eastgardens Customer Service Centre</b>	<b>Rockdale Customer Service Centre</b>
152 Bunnerong Road	444-446 Princes Highway
Eastgardens NSW 2036, Australia	Rockdale NSW 2216, Australia



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## Recreational, Open Spaces & Sports Grounds Conditions of Use

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Permit holders are bound by Council's Recreation and Community Facilities Management Policy. Council will retain ownership and control of all its Recreation and Community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. This policy statement applies to all Recreation and Community facilities owned or managed by Council. A copy of Council's Recreation and Community Facilities Management Policy is available on our website at [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au). Please ensure that you have read and understand this policy prior to signing this agreement. If you have any questions or concerns, please do not hesitate to contact Council's Recreation Booking Officer on 1300 581 299.

It is the responsibility of the hirer to inspect the facility to ensure it meets their requirements prior to booking.

### Payment

- 1) The Permit holder shall pay a rental fee and/or administration fee in accordance with Council's Adopted Fees & Charges.
- 2) Failure to pay the required fees prior to the collection of the Permit by its due date will result in the permit being cancelled.
- 3) All fees are to be paid prior to the issuing of any permits.
- 4) A refundable key deposit is payable in advance by all users requiring keys to Council facilities and amenities blocks, in accordance with Council's Adopted Fees & Charges.

### Risk Management and Work Place Safety

- 5) All hirers are to undertake pre use, pre-practice and pre-game inspections and make decisions on the grounds fitness for use. Hirers must inspect any structures and in ground sprinklers etc for safety prior to use and ensure that all equipment is firmly secured. Any unsafe facilities or grounds should not be used and should be reported immediately to Council. Further, any difficulties with night training lights should be immediately reported.
- 6) Should an accident, injury, loss of property or damage occur whilst using the facilities or grounds, the organiser must notify Council's Coordinator WH&S and Risk Management within seven (7) days.
- 7) The organisers must maintain an emergency access at all times.
- 8) Proper supervision to be given at all times to ensure other park users are not put at risk.



- 9) Unless specified otherwise, a Public Risk Insurance Cover, in the sum of \$10,000,000 is required. The policy must be endorsed to include Council as a joint insured and containing a "cross liabilities" clause, being held by the applicant and the Council for the duration of the season. An updated Certificate of Currency to be forwarded to Council prior to the permit being handed over. Failure to produce proof of such cover will cause a permit to be withdrawn without notice.
- 10) All groups and individuals overseeing activities with children should ensure they have in place valid working with children approvals.
- 11) All regulations in regards to workplace safety must be met in accordance with the WH&S Act 2011.

### **Wet Weather**

- 12) In case of wet weather please contact Council after 2.00 pm by the following mediums to ascertain if playing fields are closed.

Call the wet weather line on 9562 1637

Council's Website at [www.bayside.nsw.gov.au/stateofplay](http://www.bayside.nsw.gov.au/stateofplay)

Council's social media channels on Facebook and Twitter (@BaysideNSW)

- 13) Wet weather advice will NOT be updated over the weekend. In the event of substantial or forecasted rain Council may make an early decision regarding fields closures for the entire weekend on Friday afternoon. Otherwise in the event of inclement weather on weekends, field closures will be at the discretion of a Club/Association or user. If a Club/Association or user makes a decision to play on a wet field which results in damage, Council will assess the damage and an invoice will be issued for costs associated with remediating the field.

### **Code of Conduct**

- 14) Complaints as a result of poor behaviour and or misuse of Council facilities or grounds may result in the immediate cancellation of a permit and will impact on future usage.
- 15) It will be the responsibility of the permit holder to control the conduct of players, supporters, visitors, spectators or any person associated with the activity on site and comply with all reasonable directions to the satisfaction of Council's authorised officers.
- 16) Permit holders will nominate and provide to Council the names of two representatives who will be Council's point of contact.
- 17) All users of Council's facilities or grounds are financially liable for any additional cleaning required or damages sustained to Council property or sports fields whether through their own action, or the actions of their contractors, participants and visitors attending any activity they have organised. Damage of a significant nature will result in all future bookings held by the offending organisation being cancelled.

### **Food and Alcohol**

- 18) No alcoholic beverages to be taken onto Council facilities or grounds or adjoining areas. Organisations and sporting clubs with a liquor licence require permission from Bayside Council to serve alcohol on the premises. Sports clubs and Organisations cannot, under the NSW Liquor Act, give permission to, allocate the licence to, or allow groups not named on the licence to serve alcohol on Council premises.
- 19) No food is to be sold without the prior permission of Council. Any food sold at Council facilities or grounds must be handled in a manner that complies with the requirement of the Food Act 1989

and the Food Standards Code Standard 3.2.2 – Food Safety Practices. A copy of notice to the Food Authority is required by Council.

### **Smoking**

- 20) Smoking is prohibited in all Council owned and operated buildings and facilities.

### **Noise**

- 21) The permit holder may only allow amplified sound equipment to be used provided that it does not cause a noise nuisance or unreasonably interfere with the residents of neighbouring properties or other persons not attending this function. The permit holder will not provide or permit any entertainment or operate loudspeakers or transmit music after 10:00pm nightly.
- 22) This permit does not allow the permit holder to cause "Offensive Noise" as defined in the Protection of the Environment Operations Act 1997. As a guide to preventing a nuisance arising, the following suggestions may assist:-
- Announcements and music should only be amplified to a level that is sufficient to reach the perimeter of a venue.
  - Deep base sounds should be avoided as they tend to travel further than higher frequencies.
  - Speakers should be directed downwards and inwards and away from surrounding properties.
  - The amenity and comfort of the neighbours should be respected.
- 23) Any instruction given by an Authorised Officer of Council, a Police Officer or an Officer of the Environment Protection Authority to cease making noise which, in the opinion of the officer is offensive, must be complied with. Authorised Officers have the power to serve a verbal Noise Abatement Direction which, if not promptly complied with, can result in the issue of a Penalty Infringement Notice or serious contraventions, prosecution in the Local Court.

### **Equipment, Other Devices and Line Markings**

- 24) The permit holder is to ensure that the manufacture, use and storage of portable soccer goalposts is in accordance with guidelines contained in handbook HB227-2003 issued by Standards Australia. The handbook has been based on guidelines developed by the Department of Fair Trading New South Wales due to concerns about safety aspects of portable soccer goalposts and several deaths occurring through their use or storage. The handbook has been sent to soccer clubs and sports clubs throughout NSW.
- 25) All unsecured equipment is to be removed upon completion of activities.
- 26) Where applicable, Council will peg and line mark all fields at the start of the season. If remarking is requested or fields are realigned by clubs during the season, the cost of line marking will be a charge against the club / association, requesting that work.

### **Subletting of Facilities, Sports Grounds / Open spaces**

- 27) Approved users of Council's recreation and community facilities, sports grounds and open spaces are not under any circumstances permitted to allocate or sublet any, or part of the facility, sports

ground, fields that they have been allocated under a permit to other groups and users, whether for financial gain or not, without written consent from Council.

### **Facility Management, Ground Access and Cleaning**

- 28) No vehicles to be taken onto Reserves / Open Spaces without written permission from Council.
- 29) Following each use, the Reserve is to be left in a clean and tidy condition. Where access to canteens or change rooms has been provided these must be left in a clean and tidy condition. Failure to do so will result in an invoice being sent for cleaning costs incurred by Council.
- 30) Where access to canteens, change rooms or other amenities is provided as part of a permit, the key's are to be returned to Council at the end of the permit period so these facilities may be allocated to other users.
- 31) Where access to canteens, change rooms or other amenities is provided as part of a permit, the permit holder will take all reasonable steps to provide access to Council Officers from time-to-time (if required).
- 32) Permit holder to report all defects and risks to Council.
- 33) If the ground or facility is used for cross country/fun runs, group fitness activities or athletics, care must be taken to ensure that the general public utilising the area are not inconvenienced. Failure to comply with this condition may cause a permit to be withdrawn.
- 34) While Council endeavours to provide adequate toilet facilities at its facilities and grounds, it is the responsibility of Organisations hosting large event/ activities to provide additional port-a-loos to ensure adequate standards of hygiene are maintained.
- 35) Organisers must maintain emergency vehicle access at all times
- 36) All parking regulations must be maintained
- 37) Permit holders to refrain from parking on Public reserves, grass verges and footpaths of any thoroughfare.

### **Signage, Storage of Equipment, Locks and Security Systems**

- 38) All users of Council's recreation and community facilities are not permitted to erect signage on the exterior of any buildings or grounds without the approval of Council. Users are not permitted to change locks or security systems (includes pin access codes) without the expressed written approval of Council.
- 39) When seeking permission to erect banners across road ways approval is required from Council in the case of local road and from RMS for all other roads. The banners can only be erected and dismantled outside of peak traffic times.

### **Cancellation**

- 40) A permit is issued on the understanding that no refund will be made for non use, once allocated which includes closure due to wet weather. Council may, at its discretion, cancel a permit where further use may cause ground deterioration or unsafe conditions. In this instance an alternative ground may be provided or, should no suitable ground be available, a refund given.

- 41) Council reserves the right to close all facilities and grounds in extreme wet weather conditions, where recommended by the Bureau of Meteorology or relevant emergency service.

**General**

- 42) There is a possibility that some facilities (amenities, buildings and car parks) may be disrupted during the term of a permit in order for them to be refurbished or upgraded. It will be Council's intention to give advance notice of short-term temporary arrangements required to ensure the safety of users at the facility or ground.
- 43) The instructions of Council's Authorised Officers and the Police are to be strictly adhered to at all times.
- 44) Any breach or failure to comply with the above conditions will result in the immediate cancellation of a permit.
- 45) Council reserves the right to include additional conditions to permits where deemed necessary.
- 46) Council will acknowledge receipt of an application immediately and the permit will be processed on a timely basis with the exception of seasonal allocations and those applications requiring approval of traffic management plans and the like.

**Additional Conditions**

- 47) Additional conditions, as specified by Council, will apply to Seasonal Sports, Wedding's, Filming, Picnics, Fitness Activities, Water Sports Activities, Circuses, Festival's and Events.

48) **Seasonal Sports:**

The Winter Sporting Season runs from early April to mid-August and the Summer Sporting Season runs from early September to mid-February.

There is a two week period between seasons, where the grounds are not available for hire to enable recovery of the grounds and preparation for the following season.

Any use of sporting grounds outside the allocated season dates is subject to mutual agreement.

Confirmed days and times will be as per the permit issued.

Due to the nature of seasonal allocations, the permit process will take approximately four weeks from the close of seasonal application dates.

49) **Weddings:**

No confetti or similar materials to be used. The area to be left clean and tidy, failure to do so will result in an invoice being issued to cover the cost of cleaning incurred by Council.

No more than twenty (20) chairs, (1) one small card sized table and (1) decorative archway are permitted to be taken onto the area.

No area to be reserved by placement of furniture or ropes etc.

50) **Picnics:**

No vehicles to be taken onto an area without Council's prior consent.

Proper supervision to be provided at all times to ensure that other users are not put at risk.

Only one tent, no greater than 4m by 4m, to be taken onto the area.

Council may at its discretion cancel any allocation where further use may cause ground deterioration or unsafe playing conditions.

A Risk Management Plan and a copy of Public Liability Insurance certificate is to be provided for all operated devices such as Jumping Castles etc.

Council does not grant exclusive use to its Parks, Picnic Shelters, Reserves and Beaches for picnics.

## 51) Fitness Activities

### Permissible Fitness Activities

- gym sessions (with or without weights, fitballs, skipping ropes and/or individual personal gym equipment)
- boxing and pad training
- organised aerobic activity
- Yoga, Tai Chi, Pilates, Calisthenics, and like activities
- circuit training, jogging, running, and power walking
- a combination of any of the above
- other associated activities approved by Council.

### Excluded Fitness Activities

- Aggressive and intimidating activities including excessively loud voice calls or instructions. Boot camp activities must have prior approval of Council.
- Amplified music or amplified audio equipment. All noise to be kept to a level that does not affect the amenities of adjoining residence areas and shall not exceed 82 decibels at any time.
- The erection of any temporary structures.
- The use of articles or any other activities which may affect the safety of the public and other users.
- The use of park structures and furniture, including buildings, shelters, drinking fountains, walls, seats, picnic tables, signs, trees, plants, and garden beds and children's play equipment for training purposes; and the use of public fitness stations by personal trainers with more than two participants in the group.
- Suspension of ropes boxing or kickboxing bags from trees and/or structures in public reserves.
- The use of heavy items or items that may damage park furniture or the playing surface.
- The advertising or sale of clothing, or equipment or refreshments or any other goods, services or products. One (1) portable A-frame sign displaying the activity, times, and contact details will be permitted.
- Banners or signs attached to trees or buildings.
- The storage of any equipment or thing within a public park or reserve.
- Soliciting of funds directly from park visitors or the public.

### Exclusion Zones Fitness

- Within 10 metres of playground equipment or playgrounds (excluding fitness items). Use

of Council owned fitness items will be permitted provided public access is not restricted and there are no representations of having exclusive use.

- Within 10 metres of public amenities buildings including public toilets and change rooms. Exemptions will occur if shelters on amenities buildings are deemed suitable and available by Council.
- Within 20 metres of War Memorials or monuments.
- Within 20 metres of picnic or BBQ areas.
- Within 50 metres of a residential property before 7.00am.
- On line marked sports fields during the Winter Season. At all other times flat soled shoes are to be worn and no activities are to occur in goal mouths or centre field.
- Within public car parks.
- Activities that restrict or block public access to stairs, footpaths, or cycle ways.
- Exclusive use of a park or sports field will not be permitted or assumed.
- Areas closed for renovation or upgrading.

### **Fitness Additional Conditions**

All activities must comply with a council approved Risk Management/ Business plan. This plan must include site plans and must be lodged with Council at least 14 days prior to commencement of activities on site.

Permits are not transferable including to other Franchises holders and providers

A Permit does not give users exclusive access to fitness equipment provided by Council in a Park.

Permit holders may from time to time use other open spaces to run fitness classes providing approval is given in writing by Council.

### **52) Festivals / Events (Including Fun Runs, Exhibitions and Markets)**

Please refer to Council's Event Guidelines and Application form for major events and festivals.

### **53) Filming**

Council will endeavour to process filming applications within (5) five working days where possible.

Council will assess fees for filming applications based on the Local Government Protocol with payment due either by invoice or in person at Council Customer Service Centre to be determined on a case by case basis irrespective of transaction type. All payments must be made in full prior to permit being issued.

Traffic Management Plans are to be provided at time of applications. In cases of major road closure approval from RMS is required at time of application. Applicants must refer to Council's website [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au) for an 'Application – Work Activities on Council Sites'. To find the form, go to the Homepage, click on 'Application Forms', click on 'Engineering Forms'.



Ensure no obstruction or interference with the free-flow of traffic including pedestrian in any public thoroughfare

Where the event interferes with free-flowing traffic, the organisers to have an approved Traffic Management Plan in place and notify the police

Refrain from parking on Public reserves, grass verges and footpaths of any thoroughfare.

In the case of Filming, any footage produced as a result of the conduct of the filming in this location, must be used in good faith and cannot be used for malicious purposes that could result either in litigation against Council or bring Council into disrepute.

In both cases appropriate notification by letter box drop to all residents and businesses in the vicinity is to occur, one week prior to commencement.

All Filming applicants must refer to the code of conduct outlined in the Local Government Filming Protocols.