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## FACILITY BOOKING FORM

This application form is to be used when applying to use a Waratah-Wynyard Council (WWC) facility.

When completing this application form applicants will need to ensure, that as a minimum, they have considered and provided information about the following:

- The contact details of the applicant or applicant organisation.
- The facility being hired.
- The type or nature of the use and the dates and times of use.
- The estimated number of people involved in the use.
- Evidence of compliance with the regulations around the sale or serving of food or alcohol.
- Evidence of compliance with the regulations around the use of temporary structures.
- Risk Management including public liability insurance supported by a Certificate of currency.  
*NB: Council's insurance will cover casual one off users of Council facilities.*
- Their need to hire WWC equipment if this is the case.

In addition applicants need to accept all WWC's terms and conditions of facility use and that the hire of Council facilities and equipment will, in the majority of cases attract a fee.

Information about related terms and conditions, fees and charges, risk management requirements and licences or permits that that might be required and equipment hire conditions and fees can be found in the following supporting documents:

- Terms and conditions for the use of Waratah-Wynyard Council Facilities
- Managing Risk at Waratah-Wynyard Council Facilities
- Waratah-Wynyard Council Equipment Hire Application Form.
- Waratah-Wynyard Council facilities available for hire and fees and charges

It is recommended that applications are submitted to Council a minimum of 4 weeks prior to the requested use.

Council will consider applications submitted closer to the date of the requested use but in these cases cannot guarantee the achievement of any required permits or licences, the availability of any equipment or that any requested preparation of the facility involved can be completed.

## Section I - Required Information

Organisation or person requesting use: .....

Contact Person: .....

Type of user:

- |                               |                          |                           |                          |
|-------------------------------|--------------------------|---------------------------|--------------------------|
| • Individual                  | <input type="checkbox"/> | • School                  | <input type="checkbox"/> |
| • Government Department       | <input type="checkbox"/> | • Charity with DRG status | <input type="checkbox"/> |
| • Not for Profit Organisation | <input type="checkbox"/> | • Private business        | <input type="checkbox"/> |
| • Regional or State Peak Body | <input type="checkbox"/> | • Other                   | <input type="checkbox"/> |

Postal Address: .....

Phone Number: ..... Mobile Number: .....

Email: .....

Facility you are applying to use: .....

Title and/or brief description of the activity or event associated with the proposed use:

.....  
.....

Dates required including set up or knock down times.

Start date: ..... Start time: .....

End date: ..... End time .....

A list of required dates has been supplied for recurring use: YES  NO  NA

Estimated number in attendance on the day (or each day) of use: .....

Additional information relating to the use of the facility.

.....  
.....  
.....

Some activities associated with the use of WWC facilities require licences or permits, the provision of a risk management plan or the application for the hire of WWC equipment.

The following table outlines required or recommended documentation or connections with resources such as Good Sports (<http://goodsports.com.au/become-a-good-sports-club>) which provides advice on alcohol and volunteer management, fundraising, club function guidelines and canteen matters including safe food handling.

Will your use involve:	YES or NO	If you answer YES the following will be required.
Preparation or serving of food from an unlicensed kitchen, canteen or BBQ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Temporary Food Premises Licence signed by a relevant Council officer. (See <a href="http://www.warwyn.tas.gov.au/webdata/resources/files/Temporary%20Food%20Permits.pdf">www.warwyn.tas.gov.au/webdata/resources/files/Temporary%20Food%20Permits.pdf</a> )  <i>NB: WWC can advise on the registration status of kitchens and canteens within its facilities.</i>
Serving of alcohol?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Council's written consent to consume alcohol if in public reserve.  <i>NB: Requests should be in writing and directed to Council postal or email address.</i>
Sale of alcohol?	YES <input type="checkbox"/> NO <input type="checkbox"/>	A Copy of a liquor Licence and Responsible Serving of Alcohol accreditation.  <i>(Contact 6233 2475 or see <a href="http://www.treasury.tas.gov.au">www.treasury.tas.gov.au</a>)</i>
Use of temporary structures (e.g. tents, marquees, seating or a stage) or the temporary use an existing building for a use which is not the normal permitted use	YES <input type="checkbox"/> NO <input type="checkbox"/>	Temporary Occupancy Permit - signed by a relevant Council officer or building surveyor - or current engineering certificate.  See: <a href="http://www.justice.tas.gov.au/building/regulation/event_permits">www.justice.tas.gov.au/building/regulation/event_permits</a>
Risk	YES <input type="checkbox"/>	A risk management plan signed by the applicant or an office bearer of the applicant organisation and in the case of regular users of WWC facilities Public Liability Insurance to the value of \$20M or more that is supported by a copy of a Certificate of Currency. <i>NB: Council's insurance will cover casual one off users of Council facilities.</i>
An application to hire WWC equipment such as waste bins, marquees, chairs and tables.	YES <input type="checkbox"/> NO <input type="checkbox"/>	An Equipment Hire Application Form. <i>NB: The hire of WWC equipment such as waste bins, marquees, chairs and tables and may attract a fee and requires the completion of a separate Equipment Hire Application Form.</i>
Is your organisation registered or accredited with the Good Sports Program. YES <input type="checkbox"/> NO <input type="checkbox"/>		
<i>NB: If not please contact <a href="http://goodsports.com.au/become-a-good-sports-club">http://goodsports.com.au/become-a-good-sports-club</a> - Council encourages membership of <b>Good Sports</b> and believes organisations that use its facilities benefit from their resources.</i>		

Information about required licences or permits and how they can be obtained is in **Terms and Conditions for the Use of Waratah-Wynyard Council Facilities**.

Information about risk management is in **Managing Risk at Waratah-Wynyard Council Facilities**.

Information about hiring of WWC equipment is contained in **WWC's Equipment Hire Application Form**.

## Section 2 – Application checklist

Please complete this checklist to confirm the following have been provided.

- Applicant's name and contact details: YES
- Name of the organisation you have applied on behalf of: YES
- A name for or a description of the use: YES
- Dates and times that the use relates to: YES
- An estimate of the number of people involved on any given use: YES
- Temporary Food Premises Permit: YES  NA
- Evidence of Council permission to serve alcohol: YES  NA
- A permit to sell alcohol: YES  NA
- Evidence of RSA accreditation: YES  NA
- Declared membership of Good Sports or otherwise: YES  NA
- A Temporary Occupancy Permit or engineering certificate: YES  NA
- A signed Risk Management Plan: YES
- An insurance Certificate of Currency for \$20 million coverage: YES  NA
- A completed WWC Equipment Hire Application Form: YES  NA

## Section 3 – Signature of applicant

Please sign the application based on the following conditions:

- You have read and agree to Council's Terms and Condition of Use.
- You have read Council's advice regarding risk management.
- You have completed all relevant sections of the application form.
- All required information has been submitted with your application.
- You have kept a copy of the completed application form, Council's Terms and Condition of Use and Council's advice regarding risk management for your own records.
- You are authorised to sign the application.

SIGNED: .....

DATED: .....