



WARATAH-WYNYARD COUNCIL FACILITY BOOKING FORM

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

Applications should be submitted to WWC a minimum of 4 weeks prior to the requested use to guarantee the achievement of any required permits or the preparation of the facility.

Provision of all required information is compulsory. Approval will not be provided without it.

Applicants need to accept WWC's terms and conditions of facility use and the fees and charges that apply to the hire of WWC facilities.

Section I - Required Information

Facility you are applying to use:

Organisation or person requesting use:

Contact Person:

Type of user:

- Individual
- Government Department
- Not for Profit Organisation
- Charity with DRG status
- Private business
- Other

Postal Address:

Phone Number: Email:

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

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.....

A date and start and end times have been supplied for a one of use. YES NO NA

Requested date of one of use: Start time: End time:

A list of dates (e.g. roster) and use times has been supplied for seasonal 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:

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Section 2 - Documentation that might be required

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 outlines documentation that might be required.

Will your use involve?	YES or NO	If YES the following documentation will be required.	Notes
Preparation or serving of food from an unlicensed kitchen, canteen or BBQ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Temporary Food Permit (TFP) signed by a relevant Council officer.	WWC offers advice on the registration of kitchens and canteens and the need for a TFP or otherwise. <i>To obtain a TFP form see:</i> www.warwyn.tas.gov.au/webdata/resources/files/Temporary%20Food%20Permits.pdf .
Sale or consumption of alcohol at a Council facility or public reserve?	YES <input type="checkbox"/> NO <input type="checkbox"/>	A Copy of a liquor permit or Council's General Manager's written permission to consume alcohol at a Council facility or public reserve.	The sale of alcohol at WWC facilities or public reserves requires a liquor permit. The consumption of alcohol at WWC venues, not covered by a liquor permit, requires WWC's General Manager's written permission. Requests must be in writing and directed to WWC's General Manager via WWC's postal or email address.
Use of temporary structures?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Temporary Occupancy Permit - signed by a relevant Council officer or building surveyor - or current engineering certificate that applies to the structure to be used.	Temporary structures might include tents, marquees, seating or a stage. For additional information see: www.justice.tas.gov.au/building/regulation/event_permits
Risk?	YES <input type="checkbox"/> NO <input type="checkbox"/>	A risk management plan.	All regular users must provide a risk management plan and can find related information at: http://www.warwyn.tas.gov.au/webdata/resources/files/Managing%20Risk%20at%20WWC%20facilities.pdf One off uses with a low level of risk and low participation numbers might not be required to do so. Please discuss this with WWC staff.
Insurance cover for regular use?	YES <input type="checkbox"/>	A copy of a Certificate of Currency for \$20M or more Public Liability Insurance. <i>NB: The name of the organisation requesting use must be the same as the name recorded on the Certificate of Currency.</i>	WWC's public liability insurance covers casual one-off users of WWC facilities but is offered at the discretion of WWC and is based on a \$500 excess.

Section 3 – 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
- A permit to sell alcohol or Council permission to consume alcohol: YES NA
- A Temporary Occupancy Permit or engineering certificate: YES NA
- A risk management plan: YES NA
- An insurance Certificate of Currency for \$20 million coverage: YES NA

Section 4 – Signature of applicant

Please sign the application based on the following conditions:

- You have completed all relevant sections of the application form and submitted all required information.
- You have read and agree to WWC's Terms and Conditions of Use.
- You have read WWC's advice regarding risk management.
- 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:

For further assistance contact Waratah-Wynyard Council via:

Phone: (03) 6443 8333

Email: council@warwyn.tas.gov.au

Website: www.warwyn.tas.gov.au