

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 1 - Required Information

Facility you are applying to use			
Organisation or person requesting use			
Contact Person			
Type of user			
<input type="checkbox"/>	Individual	<input type="checkbox"/> Charity with DRG status	<input type="checkbox"/> Private Business
<input type="checkbox"/>	Government Department	<input type="checkbox"/> Not for Profit Organisation	<input type="checkbox"/> Other
Postal Address			
Phone Number		Email	
Title or brief description of the activity or event associated with the proposed use			
A date and start and end times have been supplied for a one-off use			YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>
Estimated number in attendance on the day (or each day) of use			
Additional information relating to the use of the facility			

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"/>	Food Business Application Form signed by a relevant Council officer.	For a Food Business Application Form see: https://www.warwyn.tas.gov.au/forms-and-permits/ NB: 'Selling' generally involves a fee or reward but can involve offering food as a prize in a raffle, lottery or other game of chance or giving food away for the purpose of advertising a 'business'.
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 further information: https://www.cbos.tas.gov.au/topics/technical-regulation/building-standards/permit-authorities/temporary-occupancy-permits
Risk?	YES <input type="checkbox"/> NO <input type="checkbox"/>	A risk management plan. NB: This might need to be supported by a COVID19 Safety Plan.	All regular users must provide a risk management plan and can find related information at: https://www.warwyn.tas.gov.au/council-facilities/hire-a-facility/ One off uses with a low level of risk and low participation numbers might not be required to do so.
Insurance cover for regular use?	YES <input type="checkbox"/>	A copy of a Certificate of Currency (C of C) for \$20M or more Public Liability Insurance. NB: The group requesting use must be named on the C of C.	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.

NB: Please contact Council if further advice is required.

Section 3 – Application checklist

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

Applicant's name and contact details	YES <input type="checkbox"/>
Name of the organisation you have applied on behalf of:	YES <input type="checkbox"/>
A name for or a description of the use	YES <input type="checkbox"/>
Dates and times the use relates to	YES <input type="checkbox"/>
An estimate of the number of people involved on any given use	YES <input type="checkbox"/>
Food Business Application	YES <input type="checkbox"/> NA <input type="checkbox"/>
A permit to sell alcohol or Council permission to consume alcohol	YES <input type="checkbox"/> NA <input type="checkbox"/>
A Temporary Occupancy Permit or engineering certificate	YES <input type="checkbox"/> NA <input type="checkbox"/>
A risk management plan	YES <input type="checkbox"/> NA <input type="checkbox"/>
An insurance Certificate of Currency for \$20 million coverage	YES <input type="checkbox"/> NA <input type="checkbox"/>

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

Website: www.warwyn.tas.gov.au

*PO Box 168, WYNYARD 7325
Email: council@warwyn.tas.gov.au*