



Application for Business Use of Council Land Permit

Please complete this form and return to the District Council of Robe by:

Post:
PO Box 1, Robe SA 5276

Email:
council@robe.sa.gov.au

In person:
3 Royal Circus, Robe SA

To avoid delays, please ensure the application form is completed and all requested documentation is attached.
Phone enquiries: 08 8768 2003

APPLICANT DETAILS			
Name (permit holder)			
Name of Business / Organisation			
ABN			
Postal Address		Postcode:	
Phone Number			
Email Address			

Hereby apply to the District Council of Robe for the granting of a permit to use a public road or land for business purposes Pursuant to Sections 200 and 222 of the Local Government Act 1999.

By completing this form the applicant also agrees to the compliance with the relevant Policies and to the General Terms and Conditions listed in this Application.

Completing this form does not constitute approval, approval is provided when the applicant is issued with the appropriate permit and following the payment of any relevant fees.

To view the relevant fees and charges please visit www.robe.sa.gov.au/documents/feesandcharges

Please allow at least (5) Business Days for requests to be considered. Use of the public road or Council land MUST NOT commence until approval has been granted.

We endeavour to support all reasonable requests, however in some instances the proposed use of Council land or road may not be deemed appropriate and therefore may not be approved.

TYPE & TERM OF PERMIT *	
Single Use Permit <input type="checkbox"/>	Annual Permit <input type="checkbox"/>
Commencement Date:	Expiry Date:

*Please note that exclusive use cannot be provided with this permit.

*Mobile Food Vendors (both food and beverage vendors) are not included within this application and are considered under the separate Mobile Food Vendor Policy and Permit.

DETAILS OF PROPOSED BUSINESS USE
Type of Business Use/Activity:
Location of Council Land where Business Use/Activity will occur (list all if multiple & map if applicable):

Days, Times and Frequency of Proposed Business Use/Activity:

Furniture / Equipment / Structural elements proposed to use during Business Use/Activity:

PUBLIC LIABILITY INSURANCE

The Permit holder must hold and keep current \$20 Million public liability insurance for the duration of the permit term.

The Permit Holder must provide a copy of the Certificate of Currency in the name of the Permit Holder to Council before a Permit will be granted, insuring the Permit holder for the minimum sum of **twenty million dollars (\$20,000,000)** against all actions, costs, claims, damages, charges, and expenses whatsoever, which may be brought, made, or claimed against the Permit Holder in relation to the activity. If insurance expires during the permit period, the permit holder must provide a copy of the updated policy prior to expiry. Failure to do so will result in the permit being cancelled upon the expiry of the Public Liability Insurance.

Does this policy exclude any products or services which you are providing? Yes No

If Yes, please detail the excluded elements:

Policy Holder Name:			
Insurer Name:		Sum Insured:	
Expiry Date:	___/___/202__	Certificate of Currency MUST be attached	

APPLICANT DECLARATION:

- Acknowledge that I have read, understand and agree to abide by the District Council of Robe’s Business Use of Council Land Permit General Terms & Conditions.
- Agree to pay the applicable permit fee if the permit is approved.
- Agree to be held personally responsible for any claim arising from damage, neglect or non-compliance.
- The **Permit Holder** must indemnify and to keep indemnified the Council against all actions, costs, damages, charges and expenses whatsoever which may be brought or made or claimed against them arising out of or in relation to the issuing of the permit.
- That all furniture, equipment and structural elements will be removed from the site at the end of each time of use.
- Understand that the endorsed application is not transferrable, and refunds will only be considered for permits where the permit is cancelled or surrendered and agree to provide a copy of any permit issued, to any Council Officer or Police Officer upon request.
- Understand that I am responsible for ensuring the public liability insurance policy remains current for the duration of the permit.
- Understand that a breach of Council’s Policies or the Permit Conditions may result in cancellation of the permit.
- Agree to ensure that all sites will be left in a clean and tidy state, and that all rubbish will be contained and removed from the site and be disposed of in the appropriate manner.

Applicant’s Name: _____

Applicant’s signature: _____ Date: ___/___/___

OFFICE USE ONLY

MANAGEMENT APPROVAL (This approval then constitutes a Permit)	
Manager satisfied application is completed adequately	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit decision:	Approved / Declined
Risk Management Plan Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Variations applied to application / Special Conditions (if yes, list below):	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Name of Authorised Officer</i>	
<i>Position</i>	
<i>Signature</i>	
<i>Date</i>	

PAYMENT			
DISTRICT COUNCIL OF ROBE TAX INVOICE ABN: 26 597 040 498 [upon payment this docket becomes your tax invoice – GST included]			
<i>Total Fee Due</i>	\$		
<i>Payment Method</i>	Credit / Debit Card	Cash	Cheque
Please make payment in person at Council’s Office at 3 Royal Circus, Robe SA, over the phone by calling 08 8768 2003 or post to PO Box 1, Robe SA 5276 in time to reach Council before permit commencement.			
Credit Card details will be kept on file in Lieu of Bond			
Credit Card Type: Visa /Mastercard	Amount \$ _____		
Card Number _____	CCV _____		
Name on Card _____	Expiry Date ____/____		
The District Council of Robe undertakes to transact the bond/damages amount <u>ONLY</u> if the user is in breach of the general terms and conditions overleaf.			

POST APPROVAL CHECK LIST		
Permit Completed and Copy Forwarded to Applicant	Yes	No
Permit Copy Saved to Electronic Records Systems	Yes	No
General Inspector Notified	Yes	No
Dates of Use entered into Calendar	Yes	No
Name of Officer:	Position:	
Signed:	Dated:	

General Terms & Conditions

Any breach of these conditions may result in the permit being cancelled and / or additional costs levied against the permit holder.

1. **Described Activity** - Permit is valid for activity described, during the dates and times stated and is *not transferable in anyway*. Any changes to the approved activity contained on the Permit must be with prior approval from the issuing authority.
2. **Laws** - The permit holder will comply with all relevant laws of the Commonwealth and State and any relevant Council by-law.
3. **Licences** - The permit holder shall ensure that it is appropriately licensed, accredited, trained and/or registered to carry out the activity authorised by the issuing of this permit (if applicable).
4. **Inspection** - Please keep a copy of your approved Permit with you, available for inspections upon request of an authorised officer of Council or Police Officer, for the duration of the permit.
5. **Risk Management** - Dependant on the type and scale of the activity, a Risk Management Plan may be required to be submitted in relation to the Business Use.
6. **Marquees / Tents / Other Equipment** - If a marquee/ tent is to be erected, the usage of pegs is not permitted, to avoid damage to the irrigation system. Council will not be responsible for the cost of any damages caused by marquees/tents/other equipment to other Council service utilities.
7. **Rubbish and Cleaning** - The permit holder must ensure that the area is left clean and tidy after the activity. Should the area require cleaning after an activity, the costs incurred may be levied against the hirer.
8. **Noise** - Noise must be controlled by the permit holder in the interests of nearby residents in line with the Environmental Protection Act. Use of a public address system or amplified music must have prior consent from Council.
9. **Use of Toilets** - Public toilets are opened for public use, therefore exclusive use cannot be granted.
10. **Damage** - Where the Council determines that damage or destruction has occurred on or in relation to the site or facilities, the permit holder shall be deemed to be responsible and pay to Council the whole of the costs incurred by Council to repair such damage or destruction.
11. **Failure to Comply** - Failure to comply with any condition of the permit for Business Use of Council land will result in the permit being cancelled.
12. **Amendment to Conditions** - The application conditions may be amended at any time by the issuing authority with or without consultation with the permit holder.
13. **Directions** - The issuing authority may add or remove directions to the application in addition to conditions at any time. Failure to comply with a direction will be taken as failing to comply with a condition of the application. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, and Regulation on By-Law relating to this activity.
14. **Electricity & Water** - The permit holder acknowledges that Council is not responsible for providing power, water or other utility services to the permit holder whilst they are using Council land for the activities prescribed under the permit.
15. **Exclusive Use** - The permit holder understands and acknowledges that the permit area is a public area and Council makes no guarantees or representation to the permit holder that they will have exclusive use of the permit area at any time or for any purpose associated with this permit.
16. **Sale or distribution of food or beverages** - All permit applications that relate to the sale or distribution of any food items will not be covered by this permit, rather a Mobile Food Vendor Application will need to be submitted and food preparation equipment that is intended to be used must inspected by and approved by an Environmental Health Officer.
17. **Signage** - Signage shall be in accordance with Councils Moveable Signs By-Law.
18. **Events** - this permit is not valid if a major event occurs which includes the same location as approved under this permit. Approval to operate during such events in the same location must be obtained via the event organiser.