

## Temporary Access through Public Reserves & Parks Application

Under certain conditions and circumstances, consideration may be given for temporary vehicular access through public reserves and parks for such purposes as building, site works and building works removals.

To apply for temporary permission to access a public reserve or park, the following fees are required to be paid accompanied by the completed application form and copy of public liability insurance **minimum of 3 days prior to access requirement:**

1. An application and initial inspection fee of **\$134 (includes GST)**; plus
2. A refundable bond of **\$1030** to be held against any possible damage to the park surface, works, fencing etc
3. Optional – purchase cover under Councils public liability insurance - **\$56.50 (includes GST)**

### APPLICANTS DETAILS

Applicants Name/Company: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Contact Name: (if company) \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PARK DETAILS

Park Name: \_\_\_\_\_

Entrance or route proposed: \_\_\_\_\_

### DETAILS OF LAND REQUIRING ACCESS

Address: \_\_\_\_\_

### OWNER DETAILS (if different to applicant)

Owner Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PERIOD OF ACCESS**

First Date Required: \_\_\_\_\_ Last Date Required: \_\_\_\_\_

Type of Access: (please circle)      Once                      Periodic

**Note – Maximum period allowed is 6 months**

**REASON FOR ACCESS**

Reason required: \_\_\_\_\_

Does work require Council approval? (please circle)                      YES                      NO

If yes, Council Consent Details: \_\_\_\_\_

Is alternate access available? \_\_\_\_\_

Other supportive information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC LIABILITY INSURANCE**

Contractors and/or anyone requiring temporary access are required to hold Public Liability Insurance cover for a minimum of \$20 million. Alternatively cover under Council’s public liability policy can be obtained for payment of \$55 (includes GST).

**Copy of insurance supplied**                                       **Cover under Councils policy required**

I/We the landowner/s and/or applicant hereby apply for permission for access through the above Park and, in signing this application, confirm that the above information is correct and that I/We are aware of the Standard Conditions of Approval and agree that no access will be undertaken until approval, if granted, is issued by Council and by payment of the bond, agree to Council determining the extent and cost of any damage and agrees to pay any additional costs so incurred.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Notification**  
In completing this form you will be prompted to supply information that is personal information for the purposes of the Privacy and Personal Information Act 1998. The supply of this information is voluntary. If you cannot provide, or do not wish to provide the information sought, the Council may be unable to process your request. Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council’s Customer Service Centre on 9952-8222 and ask for an information sheet to be forwarded to you.

**Office Use Only**

**Receipt Type**

**GL – ParkTempAccessApp (\$134) application & BAG – Park Access (\$1030) deposit  
GL - (\$56.50) Insurance (optional)**

# Temporary Access through Public Reserves & Parks Standard Conditions

Approval, if granted, is subject to the following conditions:

1. Approval shall be subject to any direction given by a City of Ryde Officer
2. Approval may be cancelled or varied at any time.
3. Approval is temporary and is only valid for a period of up to six (6) months from the date of approval
4. **Approval for access will not be given for the removal or delivery of furniture as the design, difficulty and or location of a property is not a basis for access**
5. Access is available between the following times (subject to park not being hired):  
**Monday to Friday: 8.00am to 5.00pm**  
**Saturday: 8.00am to 5.00pm**  
**Sunday & Public Holidays: Not Permitted**
6. Increases to the bond amount will be applied based upon the quality of the amenity and the parkland, the amount of access required and the nature of the proposed access.
7. Notwithstanding the approval granted, access shall not be made across any reserve or park during or immediately after rain and care shall be taken to prevent damage to the grass surface after prolonged heavy rain.
8. No storage of building materials nor demolition nor excavated materials will be permitted on any portion of park or reserve.
9. Council is to be advised immediately if damage occurs.
10. If no damage is done, the bond will be refunded. Should damage occur, the amount of the damage will be deducted from the bond and any balance refunded. If the cost of the damage exceeds the bond amount, the applicant will be charged the balance. The damage amount is a matter to be determined by the City of Ryde
11. During periods of access, applicants should not unduly impact the local community with respect to noise
12. The area must be kept safe and tidy at all times and available for use by the general public
13. Use of vehicles within the Park/Reserve should travel as per Council officer's explicit instructions
14. Any special conditions