



CASSOWARY COAST REGIONAL COUNCIL

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Approved Form 6.10 Use of a Reserve or Foreshore

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No.6 (Bathing Reserves and Foreshores) 2022

Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Council Reference:

(Permit application number)

PRA _ _ _ _

Reserve or foreshore where the activity is to take place:

Street name / Park name:

Is the premises privately owned?:

Yes

No

If no, please detail:

Is the premises public land?:

(e.g. – foreshores / beaches / river reserve land)

Yes

No

If yes, please detail:

Information regarding the use of a reserve or foreshore:

Briefly describe the activity you want permitted:

(Attach event management plan and risk management plan if required)

How many people are likely to attend the proposed event?:

Type of permit:

Minor event (<1,000 people)

Major event (>1,000 people)

For training:

Yes

No

For competition:

Yes

No

Date of use:

____ / ____ / ____ to ____ / ____ / ____

Time of use:

_____ am/pm to _____ am/pm

Frequency of use:

Daily Weekly Monthly Other *(Provide detail below)*

Do you require the use of the bathing reserve or foreshore be exclusive?:

Yes

No

Please note that exclusive use can only be for life-saving training (section 10(1)(a) of Local Law No. 6 (Bathing Reserves and Foreshores) 2022)

Have you attached a detailed site plan? :

Yes

No

Plan should include details of the buildings or other structural elements of the site, boundaries of the site, direction of speakers / PA system, bunting, the nature and position of each installation at the site which is to be used for the preparation or sale of food and beverages.

Will food be sold?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, the Vendor must contact Council to discuss food licensing requirements no later than 7 (seven) days prior to event</i>	
Will equipment be used?: <i>Provide a brief description of the number and types of equipment. Attach a separate page if required.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, what type:</i>	
Will first aid be provided?;	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Please give details:</i>	
Will additional amenities be provided?:	<input type="checkbox"/> Yes <i>If yes, complete the items below</i>	<input type="checkbox"/> No
	How many portable toilets will be provided:	
	Who will be supplying the portable toilet facilities:	
	Delivery date and time:	
	Collection date and time:	
	<i>It is the organiser's responsibility to obtain a Manufacturer's Statement of Compliance</i>	
Does the applicant have insurance?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, attach a copy of each policy of insurance applicable to the undertaking of the prescribed activity including, without limitation, public liability insurance to the value of at least \$20,000,000 per claim noting Cassowary Coast Regional Council as an interested party.</i>	

Checklist:

Please check that you have attached copies of the relevant information to this form.

- Approved Form 1.7: Application to Council (What I Want)
- Detailed site plan
- Event management plan
- Public liability insurance
- Risk management plan *(if applicable)*
- Parking management plan *(if applicable)*
- Traffic management plan *(if applicable)*
- Noise management plan *(if applicable)*
- Fireworks permit *(if applicable)*
- Liquor Licence *(if applicable)*
- Liquor Licence Risk Assessment *(if applicable)*

Please note:

- All Sections of this form must be completed and application submitted to Council at least **14 days in advance** of the event, otherwise the application may not be processed.
- Incomplete application forms or applications lacking the required supporting documentation may result in Council issuing an '*Insufficient Information Notice*' and the permit cannot be processed further until the required information is supplied within 14 days of the notice date, otherwise the application will lapse.
- Council can require you to provide further information, documents or materials in support of the application.
- If Council approves the application, mandatory conditions will be imposed on the approval.
- Non-compliance with permit conditions may incur an Infringement Notice and/or the permit being cancelled.

Prescribed Fees 2024-2025:

Setting apart a reserve/foreshore for exclusive use for life saving training	\$ 250.00
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Customer Acknowledgement / Declaration:

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

Information Privacy Statement:

Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law

OFFICE USE ONLY: Application Creation: PLUS → PrescrbAct → Use of foreshore/reserve

Application Number:	PRA _ _ _ _ _	Date:	_ / _ / _	Admin Initials:	
Receipt No.:					

Criteria for assessment of application

General Criteria under Local Law No. 1 (Administration) 2022

Council must assess your application against the general criteria:

1. that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. how the activity will benefit the good rule and governance of the Cassowary Coast;
6. how the activity will not be detrimental to the good rule and governance of the Cassowary Coast;
7. whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

Additional criteria under Local Law No. 6 (Bathing Reserves and Foreshores) 2022

Council must assess your application against the additional criteria that apply to this activity specifically:

9. that the activity is appropriate in the reserve for foreshore;
10. that the facilities in the reserve or foreshore are adequate for the activity proposed in the application.



Approved Form 1.7 Application to Council (*What I Want*)

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

For most applications to Council, you must complete Approved Form 1.7: Application to Council (*What I Want*) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

Type of application

- | | | |
|--|------------------------------------|----------------------------------|
| <input type="checkbox"/> Prescribed Activity | <input type="checkbox"/> Amendment | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> Non-Prescribed Activity | <input type="checkbox"/> Transfer | |

Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

Applicant's name:	Title	First name	Surname
Applicant's phone:			
Applicant's email:			
For companies: Business name			
ABN:			
Director name/s:			
Name of Agent / Contractor (if not the applicant)			
Contact number/s:			
Email address:			
Residential address:			
Postal address:			

New Permit - provide a brief description of the activity you want permitted

Property where the activity is to take place (if applicable)		
Property ID Number: <i>To be completed by Council if not known</i>	<i>Note: This number is important and should be used on all correspondence relating to this matter</i>	
Property address:		
Property description: (lot and plan)	Lot No.	Plan No.
Name of owner of property if not the applicant: <i>(e.g. company)</i>		
Street/Park Name:		
Is the property privately owned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, please provide property owner name & phone:	
Is the property a dwelling unit or multi-residential?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property in the Environmental Management and Conservation Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Fee Waiver / Fee Reduction Request			
Is this application for a legal not-for-profit organisation or charity group?	Is the initiative/event for a community purpose?	Will the event or initiative be based in the Cassowary Coast?	Is the Not For Profit organisation based on the Cassowary Coast?
Yes No	Yes No	Yes No	Yes No

Checklist:
<p><i>For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.</i></p> <p><input type="checkbox"/> I have attached the additional Approved Form required for my application.</p> <p>I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application</p> <p>PRINT NAME..... SIGNATURE..... DATE.....</p>

Payment options	
In person	As of 1 July 2022, Cassowary Coast Regional Council will no longer accept payments by cash or cheque at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	<input type="checkbox"/> Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
By BPay	<input type="checkbox"/> Please tick if you would like an invoice to be emailed so you can pay by BPay.

OFFICE USE	
Application Number:	

General Application to accompany all applications to Council for permits to undertake prescribed activities and non-prescribed activities. This Approved Form 1.7 Application to Council (What I Want) is approved by the Chief Executive Officer for the local laws.

The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please note an application to Council may require approvals under another Act, for example in relation to development, building, liquor carriage of goods and business licensing etc. Should the applicant not provide information, documents or materials to be included in the application, the application may lapse. See Section 7 *Cassowary Coast Regional Council Local Law No 1 (Administration) 2022*.

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