



APPLICATION TO OBTAIN TEMPORARY ACCESS THROUGH PUBLIC RESERVES & PARKS

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

Access is not allowed for general ongoing vehicular access. **The maximum time allowed for access is 7 to 10 days. access extensions can be granted if required under special circumstances.**

Each case is reviewed and a determination made on a case by case basis. This form provides Council with information to assist in assessing a request for temporary access.

CONTACT DETAILS

Applicant Name / Company			
Applicant Address			
		P/Code	
Contact Name (if company)			
Phone	W:	M:	
Emergency Contact		Emergency Phone No.	
Email			

RESERVE / PARK DETAILS

Reserve / Park Name			
Gate Entrance Location (street)			
Key Type (located underneath padlock near key barrel)			

PROPERTY REQUESTING ACCESS

Owner Name			
Property Address			
		P/Code	
Phone	W:	M:	
Email			
Banking Details	Account Name:		Bank A/c No:
	BSB:		Bank Name

PERIOD OF ACCESS

First Date Required		Last Date Required	
---------------------	--	--------------------	--

REASON FOR ACCESS

Access is required for the purpose of

Does work require Council Development Approval?	Yes	No	
If Yes, Council Consent Details			
Is alternate access available?	Yes	No	
If Yes, provide details			
Other supportive information			

Vehicles / Machinery Entering Reserve / Park			
No. Vehicles		Vehicle Type(s)	

PUBLIC LIABILITY INSURANCE

Contractors requiring temporary access through a Council reserve or park for work required by either Council or private property must hold current Public Liability Insurance for a minimum of \$20,000,000.

Copy of insurance supplied	Yes		No	
----------------------------	-----	--	----	--

GATE KEY COLLECTION

Prior to the collection of the gate key a refundable bond of \$150.00 is to be paid. This bond can be paid in person at City of Parramatta Council, 126 Church Street, Parramatta.

If your application request for temporary access is approved the person whose name and signature appears below or their nominated person is to collect a gate key by 3:30pm weekdays from City of Parramatta Council located at 126 Church Street in Parramatta. It is important for the person who is paying the bond and collecting the key to provide proof of approval and this can be achieved by presenting the approval letter at the time of payment and key collection.

NB. Failure to return the key buy the due date may result in the loss of the bond. Please contact the appropriate Council officer at least 24 hours prior to returning the key.

A refundable key bond may not be required, depending on the assessment outcome.

Date gate key to be returned to Council at 126 Church Street Parramatta	
--	--

STANDARD TERMS & CONDITIONS (please initial upon acceptance)

1. Approval is subject to any direction given by the City of Parramatta	
2. Approval may be cancelled and / or suspended at any time. Wet weather is an example of cancelled or suspended approval	
3. Approval is only for the period approved and acknowledge key return date	
4. Access is available between the following times: Monday to Friday: 7:30am to 5:00pm Saturday: 8:00am to 3:00pm Sunday & Public Holidays: Not Permitted <i>Note: A park booking may adjust the starting time</i>	
5. Storage of building materials, demolition or excavated materials are not to be left in the reserve / park during or after the approved access period	
6. Council will inspect and may photograph the area(s) of the reserve / park prior to the approved access period. Any damage to the park such as grass, trees, amenity, gates, guttering, be it accidentally or through negligence is to be repaired at the cost to the company / person(s) whose signature appears below with repairs overseen by Council	
7. The area must be kept safe and tidy with OH&S demonstrated and with minimum inconvenience to the public	
8. The contractor or private property owner requesting access agrees to indemnify and hold harmless the Council in respect of all claims, demands, actions, suits, order, decrees, costs, damages, loss and expenses of whatsoever nature or kind which the contractor or Council may suffer or incur, disease and or damage to property sustained as a consequence of the contractor's use of the community land	
9. Use of vehicles within the reserve / park should travel as per Council officer's explicit instructions	
10. Specific conditions may be put in place by the City of Parramatta	

DECLARATION

I the appointed contractor/resident hereby apply for permission for access through the above reserve/park and, in signing this application, confirm that the above information is correct and that I am aware and agree to the above standard terms and conditions. I agree that no access will be undertaken until approval, if granted, is issued by the City of Parramatta Council. By payment of the bond, I agree to return the gate key to Council by the agreed date.

Print Name

Signature

Date

PRIVACY DECLARATION

The information provided by use of this form will be used only for the purpose of determining temporary access as outlined in this form only and will not be made public nor transferred to any third party unless otherwise permitted by law. Council will keep a copy of this lodged application as a record.

WHAT HAPPENS NEXT?

Having submitted your request for temporary access including a copy of relevant insurances an assessment will be made and you will be notified by telephone and in writing. Council aims to assess each request within **two (2)** working days. Depending on the complexity of the request, multiple Council departments may need to be briefed and consulted.

Should further information be required or amendments by Council requested you will be advised by a Council officer.

SUBMITTING AN APPLICATION**Email in pdf form:**ptodarello@parracity.nsw.gov.au**In Person:**City of Parramatta
126 Church Street
Parramatta NSW 2150**General Enquiries:**Open Space & Natural Resources
(02) 9806 8273