

# Temporary Art in Public Space Application Form



Please ensure that you have read and understood all **terms and conditions** to this activity before completing this form.

## HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an asterisk (\*) are mandatory and must be completed before submitting the application.

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### SECTION 1: APPLICANT DETAILS

Title	First name(s)*	Website/Other
Family name*		Email address*
Postal address*		
Suburb*		Permit Holder Title      First name(s)*
State*	Postcode*	Family name*
Contact telephone number*		

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### SECTION 2: Activity and performance details

Activity/Performance description\*

Activity date*	Activity time*	Activity location*	Bump in time*	Bump out time*

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## SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

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## SECTION 4: Supporting documentation

I have supplied the following supporting documents:

- Site plan (to scale)
- Waste management plan
- Traffic management plan
- Risk assessment plan
- Examples of previous work

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## SECTION 5: TERMS & CONDITIONS - TEMPORARY ART - MUST READ AND SIGN

### General

- Any organisation or person applying to display or demonstrate temporary art in public spaces must nominate a permit holder.
- The permit holder must be on-site at such times as specified on the permit.
- At least seven days prior to the event timeframe, the permit holder must collect the permit at Council offices, 126 Church Street, Parramatta.
- The permit holder must retain the permit and conditions at all times in easy access for public inspection.
- The permit will specify the duration of any art installation. No extensions of this time will be allowed. The duration may be subject to change at any time, due to unforeseen factors.
- If food is to be sold as part of the activity, it must be in accord with the provisions of the NSW Food Act (2003), Food Regulation (2010) and Food Standards Code. Charities and community groups may be exempt from some requirements; further information can be obtained from the NSW Food Authority.
- The permit will not be issued until payment is received in full.
- Cancellation of a permit may occur when:
  - Any of these Terms and Conditions is breached
  - Any special written condition of the permit is breached.
  - Refusal to follow the direction of an Authorised Council Officer.
  - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and associated individuals.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written approvals and/or permit granted by Council.
- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any

time. The activity may be required to cease if it is deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The activity must comply immediately to any request to suspend, relocate or cease the activity or permit.

### Location

- Temporary art must be conducted within the approved location nominated on the permit.
- Multiple locations may be approved subject to application.
- Locations available for temporary art may change at any point in time, subject to various external factors.

### Impact on amenity

- Temporary art must not contain images, actions, material or language which may be reasonably considered to be offensive, inflammatory, vilifying or inciting violence.
- Any temporary art and the audience responding to the temporary art which creates offensive noise, as defined by the Protection of the Environment Operations Act (1997) are prohibited.

### Access

- The permit holder must ensure that the temporary art and audience responding to the art does not obstruct shop access during business hours, bus stops, fire exits, street furniture, roads and residential access.
- Temporary art and its location must not impede on any traffic signals or traffic safety.
- Temporary art and its audience must be positioned to ensure free and safe access for pedestrians along any footpath or thoroughfares.

### Removal

- All artwork will need to be removed by the permit holder.
- All rubbish should be removed and the site should be left in the condition it was before the installation.

## Waste

- The permit holder must ensure that the approved location is kept clean and tidy during and immediately after the approved time nominated on the permit, and that not litter or waste is generated by the artwork or its materials.

## Risk

- Temporary art is to be installed a safe manner so as to not endanger or harm the public, property or public domain. Materials and methods should ensure safety in all weather conditions and circumstances.
- The applicant will be held responsible for remediating any damage the activity, staff or patrons cause to public property such as marquees, landscaping, street furniture, and footpath paving to the satisfaction of Council officers.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.

Signature\*

- No living animal, reptile or bird are permitted in any temporary art, unless that animal is a companion as defined by Section 5 of the Companion Animals Act (1998) or by special exception.
- Council is not responsible for the maintenance of the art work during the permit life. The permit holder will be responsible to ensure the work remains in good condition.
- Any direction by an Authorised Council Officer to remove the work must be immediately enacted. Should the work not be removed by the permit holder, it will be removed by Council officers, at the permit holder's expense.
- Council is not liable for any claims for loss or damage sustained or incurred to any person or property due to the:
  - Use or occupation of the event area
  - Management and operation of the event
  - Granting of a permit

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## SECTION 6: Declaration

I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including by not limited to:

- a. I have read and understood the terms and conditions outlined for this activity;
- b. I will abide by the conditions outlined in the permit issued to me;
- c. I will notify City of Parramatta if my performance changes significantly;
- d. I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- e. I will notify City of Parramatta of any changes to my contact details;
- f. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- g. I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name\*

Signature\*

Date\*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.

## LOGGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

**By email:** Please submit saved application and supporting documents to [streetactivity@cityofparramatta.nsw.gov.au](mailto:streetactivity@cityofparramatta.nsw.gov.au)

**In person:** City of Parramatta, 126 Church Street, Parramatta NSW 2150