



Activity Application Community Land

Under Section 68 – Part D, Local Government Act 1993

Expiry Date: 30 June 2018

About this form

Use this form to apply to:

- Engage in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- For fee or reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

Documentation

You must attach all the required supporting documents.

Lodgement & Fees

Please follow the instructions on page 2

Any questions

Phone Customer Service on (02)9391 7000, or call in personally (see page 2)

▼ Applicant details

1. Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:

Family name (or company):

Given names (or ABN):

Postal address:

..... Post Code:

Phone (1) (....) Fax (....)

Phone (2) (....) E-mail:

Contact person (Only if a company etc)

▼ Site Details

2. Location of proposed Activity (Attach plan to show precise location)

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3. Detailed description of proposed Activity (Attach extra material if necessary)

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4. Date(s) & time(s) required for proposed Activity

Date(s)

Start:..... Finish:

5. Special Requirements Eg: equipment

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▼ Owner details

6. Building Owner's name, address and contact details.

Name of Owner:
 Street No: Street:
 Suburb: Post Code:
 Phone No:

Being the owner of the property to which this application relates, hereby consent to the making of this application.

..... Date:
 Signature of the owner of property & common seal, if a company

OFFICE USE ONLY

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (please refer receipt).

Retain your receipt as proof of lodgement of the application.

Receiving Officer: Date:

Cashier: Date:

	Fee	Receipt Code
Application Fee	\$ 168.00	34
Total:		

▼ How to lodge this application

Address the application to: The General Manager
 Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
 Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
 536 New South Head Road
 Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to contact: The Officer handling your application in Council's Compliance Section.

Fees

The fee for this application is \$168 plus an hourly rate of \$168 per hour or part hour of assessment.

Payment methods

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

▼ Privacy Notification

The personal details requested on this form are required under the *Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

