

Access across Council Reserves Information Sheet

Please read through this information sheet prior to completing and submitting an application for Access across Council Reserves.

Application

- The application must be signed by the applicant.
- The bond that applies to access the Council Reserve **must** be paid at the time of lodging an application.
- A copy of your Public Liability insurance **must** be submitted with your application. Access will not be granted if there is no public liability insurance.
- Council reserves the right to decline an application for access across Council Reserves.
- Applicants must allow a minimum of five (5) working days for an application to be processed and a permit issued.
- Should your application be urgent and require less than 5 working days for processing, please contact Council's Recreation Team on 1300 292 442.

Condition of Council Reserve

- An initial inspection of the Council Reserve will take place prior to a permit issued.
- Once the applicant has advised Council that access is no longer warranted, a follow up inspection will take place. Should the reserve not be in the condition it was in prior to access, the applicant will be responsible for remediation of the reserve and the bond held by Council until this has taken place.

Conclusion of Access

- It is the responsibility of the applicant to advise Council once access is no longer required. Please contact Council Recreation Team on 1300 292 442.
- Should a key be issued, please return to Council's Customer Service Counter to ensure prompt refund of your bond.
- Please allow five (5) working days for your bond to be deposited into your nominated bank account.