

1. Fees and bonds

An Application Fee of \$185.53 is payable on submission of this Application, either by post or in person at any of our Customer Service Offices listed below. Please ensure all sections of this application are completed and requested supporting documentation is supplied when lodging application.

A bond of \$282.90, \$2,947.90, \$5,897.85 or POA applies depending on the type of works and vehicles/machinery used.

Please note: bond is not payable until Council grants approval. Once approved, Council will contact you with payment details. Access is only granted after receipt of bond.

Caloundra office 1 Omrah Avenue Caloundra Qld 4551
 Maroochydore office 10 First Avenue Maroochydore Qld 4558
 Nambour office Corner Currie and Bury Streets Nambour Qld 4560

2. Payment Options

In person	Customer Service centres: 8:30am to 4:30pm Monday to Friday (excludes public holidays).			
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.			
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
	Card Number		Expiry date	Amount \$
	Name on card		Signature of card holder	
	Phone		Is a receipt required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Applicant details

Surname			
Given names		Date of birth:	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone	Mobile	
Email address		Fax	

4. Contractor details

Business name			
Postal address			
Suburb		State	Postcode
Preferred contact person			
Business phone	Alternate phone		Mobile
Email address		Fax	

5. Location of works

Park name	
Address	
<input type="checkbox"/> Site plan showing access route attached	
<input type="checkbox"/> Other supporting information attached	
Reason for access i.e. how access through own property is insufficient	

Have alternative options been explored? Please detail
Preferred access start date (please allow ten (10) working days from receipt of correct application)
Access duration <i>(Note: the maximum allowable permit period is 12 weeks, however applicants may request an extension which will be subject to review and further approval by the relevant council officer)</i>
<input type="checkbox"/> Access required to be unlocked

6. Details of works

<input type="checkbox"/> Construction
<input type="checkbox"/> Earthworks
<input type="checkbox"/> Landscape works
<input type="checkbox"/> Swimming pool
<input type="checkbox"/> Other (please specify)

7. Details of vehicles/machinery requiring access through park

<input type="checkbox"/> Car/Ute	Registration number/s
<input type="checkbox"/> Truck	Registration number/s
<input type="checkbox"/> Excavator	
<input type="checkbox"/> Trailer	Registration number/s
<input type="checkbox"/> Other (please specify)	
<input type="checkbox"/> Traffic control required (to be provided by a registered traffic control firm)	

8. Public Liability Insurance

Public Liability Insurance details
<input type="checkbox"/> Proof of insurance attached (Certificate of Currency (Public Liability Insurance) minimum \$20 million (20,000,000) noting Sunshine Coast Regional Council as an interested party against any claims and covering the open space/park area occupied by the vehicle activity). Evidence of insurance is required before approval is granted.

9. Declaration of applicant

I/We as the applicant acknowledge that the acceptance of the application and payment of all the fees and charges does not bind the Sunshine Coast Regional Council to issue an approved permit.

I/We Agree to comply with all Sunshine Coast Regional Council local laws and/or all other statutes and agree to pay all costs associated with the reinstatement of any damage caused to council infrastructure or other public utilities as a result of the proposed activities associated with the application. This includes all work carried out on the applicant's behalf by any agent, sub contractor manufacture or others engaged to deliver remove or carryout any part of the proposed work.

I/We declare that we have appropriate public liability insurance that will cover the activity that is the subject of this application and undertake to maintain appropriate cover where required by the permit conditions.

I/We agree to indemnify, release and discharge the Sunshine Coast Regional Council against any loss, damage or expense (including all legal costs), arising from any claim, demand, action, suit or proceeding that may be made or brought by any person against council as a direct result of the proposed work.

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

Signature	Date
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OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp
PA	\$185.53				
Notes to Customer Contact:					
Load rules application to property number 236751					
Receipt to application number					
<input type="checkbox"/> Customer Contact forward to Corporate Records for eDRMS					
<input type="checkbox"/> Corporate Records forward to Parks & Gardens mail pending folder in eDRMS					
To be loaded by Parks Admin – BAGS Number					
Application	Approved/Not approved				
Permit officer signature					Date
Release of bond/assurity	Approved/Not approved				
Permit officer signature					Date

Privacy
 Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

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