



BYRON SHIRE COUNCIL
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Application to Use Public Reserve for Wedding

In accordance with Council's Schedule of Fees and Charges

Do I need this form?

This application form is to be completed for all requests to use any Council owned or controlled public reserve, including some beaches within the Shire, for a wedding.

Staff will be able to advise whether the park or reserve you wish to use is one owned or controlled by Council.

When does it need to be lodged?

Under normal circumstances the completed application form and all required attachments must be lodged with Council at least six weeks prior to the event.

Failure to lodge the application form within these specified time frames will result in an urgency fee being charged for processing. Council reserves the right to refuse an application that is lodged without sufficient notice.

What are the costs?

You will be charged an application fee in accordance with Council's Schedule of Fees and Charges. This is currently \$55.00 for 2009/2010. Payment of the application fee is required with lodgement of the application form.

You may be charged a bond. This bond is refundable following inspection of the land and certification by Council staff that the reserve has been left in an acceptable condition and that Council will not incur any costs as a result of the event (eg rubbish removal, cleaning of public amenities or repair of damage to the reserve or any of the structures or facilities on the reserve).

If you do not lodge your application within the specified time frames, you may be charged an urgency fee for processing.

You may be charged an application fee if you wish to erect tents or marquees. This may also result in inspection fees.

Enquiries

Enquiries about this form may be referred to the Property & Contracts Branch on 02 6626 7044.

SECTION 1 – YOUR DETAILS

Applicants

Phone number

Address

E-mail

SECTION 2 – WEDDING DETAILS

Reserve name

Area of reserve

(maps of some reserves may be available)

When is the wedding?

Date/s

Start time

Finish time

How much time do you require for set up and clean up?

Hours before event

Hours following event

Expected number of people attending the wedding:

Up to 50

51 - 100

101 - 500

Over 500

SECTION 3 – COUNCIL ASSISTANCE

Access to Council's **power supply** is required where available

- No, power will not be required
- Yes (If yes, you may be charged for your usage – please advise what appliances you wish to run using Council power)

Additional **waste receptacles** will be required

- No
- Yes (If yes, you will be charged for the provision of the required number of bins)
-

SECTION 4 – ALCOHOL CONSUMPTION

Is it proposed to provide alcohol on the Reserve?

- Yes (complete this section) No (proceed to Section 5)

Note:

- The consumption of alcohol in an alcohol-free zone will only be allowed with the support of the NSW Police Service and with approval of a suspension by the elected Council.
 - The consumption of alcohol in a Council owned or controlled reserve (that is not designated an alcohol-free zone) without the approval of Council, may still result in the issue of penalty infringement notices to offenders.
-

SECTION 5 – AMPLIFIED SOUND

Will amplified sound be used?

Yes (complete this section)

No (proceed to Section 6)

Nature of sound (eg band, public address etc)

Description of amplification

Time and duration of amplified sound

Enquiries relating to the amplified sound or general noise levels should be referred to the Environmental Health Section on 02 6626 7040.

SECTION 6 – ERECTION OF STRUCTURES

Is it proposed to erect any structures of any type on the site?

- Yes (complete this section) No (proceed to Section 7)
-

All enquiries regarding the erection of structures on the site and requests for section 68 application forms should be referred to the Building Certification Unit on 02 6626 7050.

The following structures are proposed:

- Marquee – may require a Development Application
- Tent – may require a Development Application
- Other – certifications or other approvals may be required depending on the nature of the structure

Provide details of all proposed structures, including size and shape

- A site plan (to scale) showing the location of all structures is attached.

Note: Structural engineer's certification or Development Application approvals must be provided prior to the commencement of the event.

SECTION 7 – PYROTECHNICS (FIREWORKS)

Is it proposed to have any pyrotechnics displays at the event?

Yes (complete this section)

No (proceed to Section 8)

All enquiries regarding pyrotechnics should be referred to the Environmental Health Section on 02 6626 7040.

Name of supplier	<input type="text"/>
Supplier's phone number	<input type="text"/>
Supplier's Workcover registration (copy attached)	<input type="text"/>
Date/s of display	<input type="text"/>
Start and finish times	<input type="text"/>
Details of display	<input type="text"/>

Note: All registration documentation must be provided a minimum of 14 days prior to the event.

SECTION 8 – DECLARATION

- I / We have read and understood all of the requirements outlined throughout this form.
- I / We have completed all sections of this form.
- I / We will ensure that any and all alterations to this proposal are submitted to Council as soon as they become available, and acknowledge that alterations will only be considered if sufficient time is provided in which to assess the proposed changes.
- I / We acknowledge that it will be my / our responsibility to ensure that all conditions of any approval granted are met prior to the commencement of the event and within the time frames specified in that approval.
- If not already attached, any information or evidence required to assess this application will be provided within the specified time frames.
- I / We certify that all of the information contained in this application is correct and accurate.
- I certify that I am authorised to sign this application on behalf of the applicants.

Name (please print)

Signature

Date

SECTION 9 – OFFICE USE ONLY

Application received by	
Position/Title	
Date received	

Application fee required	\$
Urgency fee required	\$
Receipt no and date	

Copy of application forwarded to:

Building Certification Unit	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Environmental Health	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Asset Management (Parks)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Rangers	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Waste Management Services	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

Fees & Charges

Activity / Function	Description	Ref. No.	2009/10 \$	Est. Yield \$000	Code	GST Incl.
	Use of Council owned or controlled land					
	Licence Fees – Non Commercial Activities (Class 1)	1158.4		84	R	Y
	Application fee - Weddings		55.00			
	Application fee - Other non commercial activities		150.00			
	Application fee – Other non commercial activities, not for profit organisations (with evidence of ATO registration of Not-for-Profit Status)		No Charge			
	Licence Fee – Weddings		No Charge			
	Licence Fee – Other non commercial Activities (per day, 50% for half day)		66.00			
	Licence Fee – Other non commercial activities, not for profit organisations (with evidence of ATO registration of Not-for-Profit Status)		No Charge			
	Licence Fees – Annual Commercial Activities (Class 2)					
	<i>Applications may require approval by Council's Commercial Activities Committee</i>					
	Class 2 Licence – Application Fee, including fro activities not yet approved by Council's Commercial Activities Committee (once-off)	1158.4	425.00		R	Y
	Class 2 – application to transfer licence (per transfer)		425.00		R	Y
	Class 2 Licence – Surf School		To be determined by Tender		R	Y
	Class 2 Licence – Sea Kayak				R	Y
	Class 2 Licence – Personalised Surf School				R	Y
	Class 2 Licence – Mobile Kiosk				R	Y
	Class 2 Licence – River Kayak				R	Y
	Class 2 Licence – Boat Hire				R	Y
	Licence Fees – Short-term Commercial Activities (Class 2)	1625.17				
	<i>Maximum term of 60 days.</i>					
	<i>Activities that will extend for more than 60 days must apply for an annual licence.</i>					
	<i>Applications may require review by Council's Commercial Activities Committee.</i>					
	Application fee		150.00		R	Y
	Per day, for days 1-7		275.00		R	Y
	Per day, for days 8-21		192.00		R	Y
	Per day, for more than 21 days		138.00		R	Y
	Vehicular Beach Access	1675.3		4		
	Application Fee (<i>not applicable to disabled access permits</i>)		150.00		R	Y
	Per vehicle, per annum		286.00		P	Y
	Per vehicle, per annum where required for disabled access		30.00		P	Y
	Per replacement sticker		38.50		R	Y