



PARK ACCESS APPLICATION FORM

1. Contact Details

Contact name _____
Organisation name _____
Postal address _____

Phone Numbers Work _____ Home _____
Mobile _____

2. Application Type

Access to property (address) _____

3. Reserve Details

Name of reserve _____
Reserve location _____
Access point (entry) _____

4. Access Details

Date Start Date _____ End Date _____
Reason for access _____

Type of vehicles _____
Frequency of access _____

5. Public Liability Insurance

Company _____
Amount (Min \$10M) _____ Attach the Insurance Certificate of Currency

6. FEES (Office Use Only)

Application Approved Yes No
Notified by Phone Letter Email Fax
Inspection fee \$ _____ Not refundable
Usage fee \$ _____ Not refundable
Deposit for key \$ _____ Key Number _____
Bond (min \$300) \$ _____
TOTAL PAYABLE \$ _____ Payment Method Cheque Cash
Cashier Officer _____ Date _____

7. REFUND AMOUNT (Office Use Only)

Deposit refund \$ _____ Key Returned Yes No
Bond refund \$ _____ Cost of damaged subtracted
TOTAL REFUND \$ _____

8. REFUND RETURN (Applicant to Complete when refund has been returned)

Received by Signature _____ Date _____

Approved by Officer _____ Date _____