

Enquiries: Mark Granland or  
Garry Younger  
Telephone: 9262 6218

Dear Applicant

**RE: PARK ACCESS**

Thank you for your request regarding park access to a council reserve. Please find attached a copy of the Park Access Information Sheet and Park Access Application Form. Once you have completed sections 1 – 5 of the application form please return it to me.

If you require a key then please make an appointment to collect the key from 1 Ailsa Street, Box Hill South.

Should you have any questions regarding the application please contact Mark Granland or Garry Younger via the details listed.

Office: 9262 6218  
Fax: 9899 5817  
Email: [garry.younger@whitehorse.vic.gov.au](mailto:garry.younger@whitehorse.vic.gov.au)

Regards

**Garry Younger**  
**OPEN SPACE CO-ORDINATOR**  
**PARKSWIDE**

**NB.** Park Access is granted **only** if there is not an alternative way to access your property and the impact on the park is minimal. Council reserves the right to reject any application.



# PARK ACCESS INFORMATION SHEET

A park access permit is required to help protect the Cities parks. The permit process is easy to follow and usually takes around 7 working days to be approved.

Park Access is granted **only** if there is not an alternative way to access your property and the impact on the park is minimal. Council reserves the right to reject any application.

## ***A permit is required for any of the following reasons:***

- To access adjoining private property over the council park or reserve
- Vehicle access to a park or reserve
- The temporary installation of equipment (marquee, tables etc)

## ***Permits are evaluated on:***

- The type of access required
- Number of people
- Type and number of vehicles
- Site & weather conditions
- Potential to cause damage to the park or assets

## **Potential Permit Costs:**

- \$50 deposit for a key (*refundable on turn of key*)
- \$300 (**Minimum**) Bond (*refund based on condition report*)
- Inspection fees cost /condition report (*not refundable*)
- Usage fee (*should rubbish be generated by function or event*)

## ***Insurance***

Private users accessing their own property to park a trailer or similar activities are not required to have public liability insurance.

Contractors, organisations, corporations, schools etc must supply a copy of the Certificate of Currency for Public Liability Insurance coverage minimum of \$10million.

## ***Applications***

Please complete the Park Access Application form sections 1 to 5. Completed application needs to be returned for evaluation and approval. Key can be collected from the Depot following approval and payment of bond. (Allow 3 days for cheque to clear). If a key is not required then return the application by the following methods:

**Fax:** 9899 5817  
**In person:** Whitehorse Depot, 1 Ailsa Street, Box Hill South  
**Mail:** Attention: Garry Younger  
City of Whitehorse  
Locked Bag 2,  
Nunawading Delivery Centre VIC 3110

## ***Collecting a key***

If you require a key, then please make an **APPOINTMENT** to collect the key from Whitehorse Depot located at 1 Ailsa Street, Box Hill South.

## ***Bond Refund***

Please allow 14 days for site inspection and refund cheque to be processed.



# PARK ACCESS APPLICATION FORM

### 1. CONTACT DETAILS (Applicant to Complete)

Contact name \_\_\_\_\_  
 Organisation name \_\_\_\_\_  
 Postal address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Numbers Work \_\_\_\_\_ Home \_\_\_\_\_  
 Mobile \_\_\_\_\_ Fax \_\_\_\_\_

### 2. APPLICATION TYPE (Applicant to Complete)

Access to property (address) \_\_\_\_\_  
 Corporate / Community     Filming / Television     Private/Social Event     Festival / Function

### 3. RESERVE DETAILS (Applicant to Complete)

Name of reserve \_\_\_\_\_  
 Reserve location \_\_\_\_\_  
 Access point (entry) \_\_\_\_\_

### 4. EVENT DETAILS (Applicant to Complete)

Date of event Start \_\_\_\_\_ End \_\_\_\_\_  
 Time required Start \_\_\_\_\_ End \_\_\_\_\_  
 Reason for access \_\_\_\_\_  
 Detail of event \_\_\_\_\_  
 \_\_\_\_\_  
 Type of vehicles \_\_\_\_\_  
 Frequency of access \_\_\_\_\_

### 5. PUBLIC LIABILITY INSURANCE (Applicant to Complete)

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  
 Received by 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 \_\_\_\_\_