



Whitehorse City Council

Application for Use of Open Space by Health & Fitness Providers

APPLICATION INSTRUCTIONS

1. Applicants should read all of the information provided on the Whitehorse City Council (WCC) website prior to completing an Application. Please visit www.whitehorse.vic.gov.au/Using-Parks-Reserves.html
2. Complete the Application and submit to:

Whitehorse City Council
Leisure and Recreation Services Department
Locked Bag 2
NUNAWADING VIC 3131
ard.admin@whitehorse.vic.gov.au
3. If approved, the Applicant will receive a confirmation letter from Council accepting your application.

For more information, please call 03 9262 6371 or email ard.admin@whitehorse.vic.gov.au

APPLICANT AND REPRESENTATIVE DETAILS

Applicant (legal entity name):	ABN:
Postal address of Applicant:	INC No:
Name of Representative:	
Postal address of Representative: (write AS ABOVE if applicable)	
Mobile:	Landline:
Email:	Website:

EVENT DETAILS

Name of Activity:	
Name and address of proposed location:	
Start date:	Finish date:
Description of the event/activity and its purpose: <i>(Attach any support images and documents)</i>	
Expected number of people to attend per session:	
Equipment to be used:	
Have you conducted similar activities within the City of Whitehorse before? <i>(If YES, please state when and where)</i>	

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EVENT PARTICULARS

Please tick if you plan to include or undertake any of the following:

- Charge for each class, approx. price per person? \$ _____
 Amplify sound (PA system or other) Additional portable lighting required
 Display signage

Days and times for classes to be held:

- Monday From: _____ To: _____
 Tuesday From: _____ To: _____
 Wednesday From: _____ To: _____
 Thursday From: _____ To: _____
 Friday From: _____ To: _____
 Saturday From: _____ To: _____
 Sunday From: _____ To: _____

Specifics (please refer to article 2 and 5 of the Guidelines for Health and Fitness Providers for more information):

Type of activity (please tick): Personal Training Gentle Exercise Activities

Type of group (please tick): Commercial Not for Profit Social

SIGNATORY

Once this signed Application has been received, assessed and approved, the Applicant will be notified of this approval via a confirmation letter.

In signing below, the Applicant is stating that they:

1. Understand and agree to the WCC Guidelines for use of public space by Health and Fitness Providers (refer p.3);
2. Will provide documents and pay fees as requested in the WCC Guidelines for use of public space by Health and Fitness Providers (if applicable) by due dates; and
3. Respond to and work with the assigned ARD Admin Officer and meet all reasonable requests.

In making this application, _____ (name of Legal Entity) agrees to abide by the conditions stated above.

Signed by _____ (Applicant's Representative name)

_____ (Signature) _____ (on this date)

PRIVACY STATEMENT: The personal information requested on this form is being collected so that your application may be processed. The information will be used solely by Council for the primary purpose or directly related purposes and will not be disclosed to any other party except as required by law. For more information about Council's Privacy Policy, visit www.whitehorse.vic.gov.au or telephone 9262 6333.

GUIDELINES FOR USE OF PUBLIC OPEN SPACE BY HEALTH AND FITNESS PROVIDERS

1. Introduction

Whitehorse City Council has developed guidelines for health and fitness providers who seek to use Council owned or managed sports fields, parks and reserves for the provision of health, fitness and training services. The guidelines will assist with managing open space matters including accessibility, wear and tear and public liability.

2. Definitions

- *Gentle exercise activities* - Relaxation, meditative, balance and strength activities such as Yoga, Pilates and Tai Chi.
- *Commercial health and fitness providers* – An individual, group, or business that seeks to conduct health & fitness activities on Council owned or managed sports fields, parks and reserves for financial gain.
- *Not for profit providers* - an organisation that is not operating for the profit or gain of its individual members. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members (e.g. schools, local community groups).
- *Social providers* – An individual or group that seeks to conduct health & fitness activities on Council owned or managed sports fields, parks and reserves with no transference of money (e.g. a group of friends gathering socially for regular fitness)

3. Application Procedure

The Health & Fitness Provider application form is to be completed and submitted to Council; all applicants will be advised of the outcome within 10 working days. Approved bookings will be issued with a permit up to a maximum of 6 months. The permit will confirm the activities that can be carried out, days and times they can take place, the maximum size of the group, the number of sessions and session times. Ground audits will take place and if the condition of the ground deteriorates, usage will be reviewed and you will be notified of any changes to your booking as soon as possible.

Before submitting your application, please ensure that you have read these 'Guidelines for use of Public Open Space by Health and Fitness Providers'.

Not for profit providers must provide:

- a copy of current senior first aid certificate (workplace level 2)
- a copy of current public liability insurance for a **minimum of \$20M**
- attach a site map highlighting the area of intended use, showing the distance from residential fences. If you require additional lighting, refer to Article 12-19 'Conditions of use' of these Guidelines.
- attach the completed risk management plan
- attach the security bond form with \$300 payment

Commercial health and fitness providers (including gentle exercise activities) must also provide the above and the following:

- a copy of business certificate of currency and professional indemnity insurance
- your registration with Kinect Australia, Fitness Australia or another recognised peak body association

4. Scope

These guidelines will apply to all health and fitness providers who seek to use Council owned or managed sports fields, parks and reserves for the provision of health and fitness training services including, but not limited to:

- Personal training – personalised health, fitness and exercise instruction for individuals.
- Group class – supervised health, fitness and exercise classes.

5. Permissible fitness activities under the guidelines (subject to Council approval)

- Personal Training - which includes:
 - Gym sessions (with or without hand weights, fit balls, skipping ropes etc)
 - Boxing and pad training
 - Organised aerobic activity and running groups
 - Circuit training
- Gentle Exercise Activities - which includes:
 - Relaxation, meditative, balance and strength activities – such as Yoga, Pilates and Tai Chi

6. Excluded activities

- Aggressive or intimidating activities including combat/ fighting training
- Amplified music or use of amplified audio (voice) equipment

- Organised ball sports are restricted to designated sportsgrounds and require the submission of the “WCC Application for Casual Use of Sportsfields for Sport”
- The offering for sale of clothing, merchandise, equipment, refreshments, goods, services or products
- The setting up of gymnasium type equipment (e.g. weight benches, weight stacks, stationary bikes, punching/ boxing bags, treadmills, steppers etc)

7. Fees

Usage Type	Fee	Period
Personal Training	\$210	Per month
Gentle Exercise Activities	\$105	Per month

The fees presented in above table are applicable to commercial health and fitness providers. Fees are applicable as of 1 April 2019 and increase each year as determined by Council in the annual budget process. All fees will be invoiced at the commencement of the booking period. For further information for not for profit and social providers, please contact Council.

8. Number of people per session

The number of participants per group per session shall be no more than 20 and no less than 1. This number is to be assessed by Council, and dependent on the site.

9. Number of sessions per week per site

This will be assessed by Council on a case by case basis due to the varying needs of each Council open space.

10. Hours of operation

Not before 6:00am and not after 8:30pm.

Hours of operation will be assessed by Council and approved subject to the site.

Sports floodlights are not permitted for use; battery-powered lights may be approved and must be supplied by the trainer for use outside of daylight hours. Trainers must apply to Council in writing prior to using battery powered lights.

11. Possible locations for use by Health & Fitness Providers

- East Burwood Reserve (inside BMX track) - East Burwood
- Sapphire Park (Forest Hill Reserve) - Forest Hill
- Surrey Park - Box Hill
- Herbert Oval (Box Hill Gardens) - Box Hill
- Highbury Park - Burwood East
- Elmhurst Basin - Blackburn
- Eley Park (area north of the football oval) - Blackburn South
- Halliday Park - Mitcham
- Slater Reserve - Blackburn
- Boisdale Park - Surrey Hills
- Elgar Park, north east sports field - Box Hill North

Council can provide a site map of these locations for you to mark up as part of your application.

Council have other locations that will be considered on application.

12. Conditions of use:

1. Permits are for a maximum of 6 months, bookings are confirmed and invoiced at the commencement of the booking period
2. The number of permits issued per site will be determined by Council
3. Council reserves the right to restrict training, withdraw use for a community event or conduct repairs/maintenance works
4. Exclusive use is not permitted; non-participants are not to be excluded from public open space
5. Council may collect feedback and if complaints are received, Council will review the permit conditions
6. Use of advertising i.e. the display of A frames and/or banners is to be provided in writing and requires Council's approval, as per Council's signage policy
7. Areas are to be left clean and rubbish free after each session
8. Any damage occurred or cleaning required as a result of your booking will require all costs to be met
9. The permit holder is to inspect the area for any hazards before each session and take appropriate action to remove or alter the session if required

10. Report to Council in writing any hazards / issues which require Council's attention
11. Trainers and participants are to conduct themselves in a proper and orderly manner and be considerate of other users and residents in the area
12. Any noise created by training activities shall not be audible from nearby residential properties and be in accordance with the EPA noise control guidelines
13. Council has permission to terminate its agreement with a trainer without notice if the trainer has failed to comply with reasonable direction of Council Officers or have breached the terms of the permit
14. Trainer to keep log book of any injuries sustained by participants
15. Trainer to have the permit in possession whilst carrying out sessions
16. Trainer to have access to a mobile phone, an emergency contact list and a first aid kit
17. Trainer is responsible for satisfying all occupational health and safety legislation and regulations, including sun smart practices (e.g. encouraging the use of sunhats and sunscreen)
18. Council does not accept liability for any debts incurred by a trainer and shall not be responsible for any property of a trainer or any other person that may be left on the site or for any loss of any property
19. The request for use of lights is to be outlined on the risk assessment, including amount, position and specifications. Please note: sports floodlights are not permitted for use; only battery-powered portable lights will be approved
20. Trainer is to manage activities to minimise wear and tear on grassed areas, including rotating within the booked area and /or alternating activities
21. Trainer is to conduct activities so not to dominate, monopolise and/or obstruct any stairways or pathways
22. Trainer is to ensure that any exercise equipment does not create any hazards or obstruction to both participants and non-participants.

13. The following is not permitted:

1. use of whistles, amplified music, megaphones
2. activities in areas with high pedestrian activity, horticultural and environmental sensitive areas, playgrounds, bbq's, memorials, rotundas and close proximity of residential properties
3. activities conducted on furniture in parks
4. taking vehicles off road and onto sport fields/park land areas
5. selling merchandise
6. aggressive or intimidating activities including combat/fighting training
7. any equipment hung/attached to trees and/or furniture
8. use of heavy equipment / structures
9. use of sports field floodlights and/or generators
10. blocking off areas with structures or barricades.

These Guidelines will be reviewed every 12 months.