

## PARK ACCESS INFORMATION SHEET

A park access permit must be obtained from Council's ParksWide Department before any vehicle enters a park or reserve to access the rear of a property for minor works.

### ***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*)

### ***Extra Considerations:***

- You will be notified if approved or declined.
- Money must be paid and cleared prior to start date & time.
- Contact ParksWide and inform when proposed job is to start and after completion.
- Site will need to be accessed. We require up to 5-10 business days to access the site.
- Traffic control for pedestrians or for transporting equipment into park.
- Please supply a mud map with proposed entry & exit points. Please be aware this could be a busy area at school time.
- Taped off work area and protection zone for playgrounds.
- No storage of materials on site.
- Site clean-up and damage repair to be done when job is completed. If not to our satisfaction bond will be withheld and any rectification works will be done by external contractor.

### ***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.