



# Application to Engage in a Trade or Business on Community Land

Section 68, Local Government Act 1993  
PART D1

No: .....

818 Pacific Highway, Gordon NSW 2072 / Locked Bag 1006, Gordon NSW 2072  
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## About this form

Use this form to apply for consent to:

### Engage in a Trade or Business on Community Land

## Documentation

Our guide explains which plans and other documents you must provide with this application.

## Other approvals

Your proposal may also require other approvals.

## Lodgement & fees

Please follow the instructions on Page 4.

## Any questions?

Phone Customer Services on (02) 9424 0000, or call in to Council (see Page 4).

## 1. Applicant name, address and contact details

Title: Mr  Mrs  Miss  Ms  Other  .....

Name: .....  
Surname Given Names

Company name: .....

ABN: .....

Postal address:.....Post code: .....

Phone (B) (.....)..... Fax (.....).....

Phone (H) (.....)..... Mobile phone .....

E-mail .....

## 2. Location of the property to which the activity relates

*This will help us to correctly identify the land.*

Name of Park/Reserve/Plaza: .....

Street: .....Suburb:.....

**3. Location Plan**  
Scale 1:100. Attach plan if insufficient space provided

**4. Public Liability**

A copy of your Public Indemnity Insurance policy must accompany this application (minimum cover \$10 million for any claim). Council shall be named on the policy indemnifying it against claims.

**5. Type of Activity**

- Trade Display
- Business sales
- Promotional activity
- Other .....

**6. Period/Time of Use**

- Period of Use:** From ..... to .....
- Day Only From ..... am to ..... pm
- Day & Evening From ..... am to ..... pm
- Weekdays Only From ..... am to ..... pm
- Weekends Only From ..... am to ..... pm
- 7 Days From ..... am to ..... pm

## 7. Service Pits Access Rights

The applicant agrees that they will provide unlimited access to service pits to relevant authorities.

Applicant Signature: .....Date: .....

## 8. Is vehicle access required?

No of vehicles..... Type of vehicle.....

Delivery/pick up only.....

## 9. Display Goods

Proposed Furniture	No of Items	Dimensions	Material
Tables			
Chairs			
Umbrellas			
Tents			
Display Stands			
Other			

## 10. Damage to Council's assets

The applicant agrees to reinstate any damage incurred to Council's assets as a direct result of the approved use.

Applicant's Signature: ..... Date: .....

## 11. Privacy Policy

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application is incorrect or changes.

## 12. Applicant's Declaration

*If the applicant is a company or owner's association, this section must be signed in accordance with s127 of the Corporations Act 2001.*

I, .....apply for consent to carry out the activity described in this application. I declare that all the information supplied is true and correct. I also understand that:

- If incomplete, the application will not be accepted, and that
- More information may be requested to enable the proper consideration of the application.

Applicant Signature: ..... Date: .....

## 13. How to lodge this application

### Lodge the application by either of the following methods:

#### Post

General Manager  
Ku-ring-gai Council  
Locked Bag 1056  
Pymble NSW 2073

#### Courier or personal delivery

Council Chambers  
818 Pacific Highway  
Gordon NSW 2072

#### Contacting Council:

**Phone:** (02) 9424 0000

**Fax:** (02) 9424 0001

**TTY:** 133 677

**Email:** [kmc@kmc.nsw.gov.au](mailto:kmc@kmc.nsw.gov.au)

**Web:** [www.kmc.nsw.gov.au](http://www.kmc.nsw.gov.au)

#### Hours:

#### Lodging an application

Monday to Friday, 8:30am – 5:00pm

#### Fees:

Fees are based on Council's adopted schedule of fees.

#### Payment methods

You may pay by cash, eftpos or cheque. Make cheques payable to 'Ku-ring-gai Council'. Please do not send cash in the mail.

### Transport and Parking:

#### Bus or Rail

The Council is located within five minutes walking distance from Gordon train station. From the station, head west up via St Johns Ave to the Pacific Highway. Turn right and walk to the end of the block along the Pacific Highway. Cross the Pacific Highway at the lights and walk right to Council Chambers.

#### Parking

Some short-term Visitor Parking spaces are available on site behind the Council Chambers in Radford Place. A lift is accessible from within the building on level one. This lift is accessible to people using wheelchairs via a ramp.

Limited on-street parking is also available in nearby streets.

#### Accessible Parking

Radford Place, behind Council Chambers, provides parking spaces for people with disabilities. These spaces are adjacent to the accessible ramp to Level 1 and lift which may be taken to the Customer Service Counter on Level 4 and the Pacific Highway main entrance.

## **Engage in a Trade or Business on Community Land**

This guide provides you with information to enable you to identify the plans and supporting documentation you will need to provide.

### **Council will not accept your application if you fail to provide all relevant documentation**

### **General requirements**

#### **Application form**

The application form requires you to answer specific questions and provides you with prompts to provide other information that is required for the assessment of the application. All questions must be answered and other information requested must be submitted.

#### **Standards of Documents**

The plans and documents must be accurate and legible. Any misleading details may result in the refusal of the application.

#### **The Plans shall:**

- Have dimensions in metric.
- Be to a scale of 1:100 or other readily legible scale.
- Show the subject site, all other Council park furniture, planters, signs, power poles, lighting and trees/shrubs and the area proposed for the activity.
- Show the dimensions of the area proposed to be used and the dimension for unobstructed pedestrian access.
- Show all public utilities that may be located within the proposed area of use.
- Indicate location and direction of focus of any lighting associated with the activity.

#### **Supporting material and documentation**

- The Public Liability Insurance policy to be provided shall cover the proposed use and include Ku-ring-gai Council on the policy so that Council is indemnified for claims arising from the use.
- Submit photographs of any pre-existing damage to park/reserve in and adjacent to the proposed area of use.