

Application to undertake works in a park or reserve (public space)

When to use this form

Use this form if you want permission to do work in a public space in any City of Hobart park or reserve areas (excluding Wellington Park). Work can include:

- construction activity (including excavation)
- environmental management

For your application to be considered please provide the supporting documentation listed below:

- a plan that details the location of the proposed works, natural features, built assets and property boundaries
- a map or specific plan providing details of the access point and vehicle route (if vehicle access is needed)

Depending on the nature, scale and location of the works other supporting documentation may be required. These may include:

- an Environmental and Construction Management Plan
- a Communications Plan
- a Safe Work Method Statement (SWMS)
- Natural values and cultural heritage assessments
- a re-vegetation plan

A bond may apply depending on the nature and risk of impact associated with the application.

Fees apply for vehicle access associated with the works. In addition, if a key is needed to access the location a bond is required.

This application must be submitted at least 14 days before the start date required for the permit.

For further information, including bond and fee amounts visit our [website](#) or contact us at coh@hobartcity.com.au or on 6238 2886.

Issued under Part 3 of the Public Spaces by-law 2018.

Applicant details

Are you applying as an individual or a company? (Select 1 option) Required

- individual
- company

Complete this field if you selected 'individual ' in *Applicant details: Are you applying as an individual or a company?*

First name Required

Complete this field if you selected 'individual ' in *Applicant details: Are you applying as an individual or a company?*

Last name Required

Complete this field if you selected 'company ' in *Applicant details: Are you applying as an individual or a company?*

Company name Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'no' in *Applicant details: Is this your postal address?*

Postal address Required

Complete this field if you selected 'individual ' in *Applicant details: Are you applying as an individual or a company?*

Will you be the person onsite carrying out the works? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'yes' in *Applicant details: Will you be the person onsite carrying out the works?*

Will there be anyone else accessing the site as part of the works? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'yes' in *Applicant details: Will there be anyone else accessing the site as part of the works?*

Please provide names and contact numbers of all individuals (including any contractors) Required

Complete this field if you selected 'yes' in *Applicant details: Will you be the person onsite carrying out the works?*

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Complete this section if you:

- selected 'no' in *Applicant details: Will you be the person onsite carrying out the works?*

Or if you:

- selected 'company' in *Applicant details: Are you applying as an individual or a company?*

Onsite contact details

This is the person who will be at the specified location carrying out the works.

First name Required

Last name Required

Email address Required

Telephone number Required

Will there be anyone else accessing the site as part of the works? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'yes' in *Onsite contact details: Will there be anyone else accessing the site as part of the works?*

Please provide names and contact numbers of all individuals (including any contractors) Required

Preferred contact method (Select 1 option) Required

- email
- telephone

Application details

What type of work do you want to do? (Select 1 or more options) Required

- environmental management (involving any work on vegetation, declared weeds or protection of soil)
- utility works
- other excavation works
- construction works
- other

Complete this field if you made a selection that includes 'other' in *Application details: What type of work do you want to do?*

Please specify Required

Please provide a description of the proposed works including the reason for the works Required

Start date Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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End date Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Time(s) of works/park access required e.g. 8am-4pm Required

Location

What is the name of the park or reserve? Required

Street name Required

Suburb Required

Will you need a gate or bollard key to access this area? (Select 1 option) Required

yes

no

The information in the field below applies if you selected 'yes' in *Application details: Will you need a gate or bollard key to access this area?*

A bond is required if a key is needed to access the location. For current fees visit our [website](#) (see Vehicles – Residential Access Across Parks and Bushland). Keys can be collected at the Council Centre, 16 Elizabeth Street Hobart, once a permit has been issued and fees paid.

Complete this field if you selected 'yes' in *Application details: Will you need a gate or bollard key to access this area?*

Describe the location of the gate/bollard for which a key will be required Required

Vehicle type(s) and registration number(s) Required

(Please include gross vehicle mass of all vehicles requiring access. If the registration number is unknown please provide relevant ownership details)

Supporting documentation

As part of your application please make sure you have attached your supporting documentation as required below.

A plan that details the location of the proposed works, natural features, built assets and property boundaries

Required



Please attach all files to the end of this form before submitting it.

Complete this field if you selected 'yes' in *Application details: Will you need a gate or bollard key to access this area?*

A map or specific plan detailing the access and vehicle path Required



Please attach all files to the end of this form before submitting it.

The requirement to include the below attachments will depend on the nature, scale and location of the works. For further information please contact the City on 6238 2886.

Environmental and Construction Management Plan



Please attach all files to the end of this form before submitting it.

Communication Plan



Please attach all files to the end of this form before submitting it.

Safe Work Method Statement



Please attach all files to the end of this form before submitting it.

Natural values and cultural heritage assessments



Please attach all files to the end of this form before submitting it.

Re-vegetation plan



Please attach all files to the end of this form before submitting it.

Indemnity and declaration

Indemnity statement

a. If a permit is issued by the Council as requested by this application then the applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following:

- (i) any breach or failure to comply with the conditions of the permit by the applicant and/or the applicant's employees, agents, contractors or invitees;
- (ii) any unlawful, wilful or negligent act or omission of the applicant and/or the applicant's employees, contractors, agents or invitees;
- (iii) any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the applicant, whether in the application, the permit or otherwise.

b. By making this application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a permit is granted.

c. This agreement to indemnify does not merge on the expiry or cancellation of the permit, and the applicant will remain bound by the indemnity after the permit has expired or has been cancelled.

Declaration

I have attached the following documents as part of my application: (Select 1 or more options)

- a plan that details the location of the proposed works, natural features, built assets and property boundaries. Required
- Environmental and Construction Management Plan.
- Communication Plan.
- Safe Work Method Statement.
- Natural values and cultural heritage assessments.
- Re-vegetation plan.

In making this application: (Select 1 or more options) Required

- I declare that the information and attachments I have provided are true and correct and I agree to comply with all clauses of the indemnity statement outlined above. Required
- I am duly authorised to sign on behalf of the organisation or business named as the applicant (if applicable).
- I agree that by typing my name below I have signed this application. Required

Name of signatory Required

Date Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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For information on how Council manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

End of form

Don't forget to attach all files before submitting this form