

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



City of HOBART

When to use this form

Use this form if you want permission to carry out any works in a City of Hobart Park or Reserve (excluding Wellington Park). Work can include:

- construction activity (including works for infrastructure)
- environmental management (including works to trees, weed 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 Safe Work Method Statement (SWMS)
- if vehicle access is required, a map or specific plan providing details of the access point and vehicle route.

Depending on the nature, scale and location of the works other supporting documentation may be required. Once we assess your application, we will let you know if these are needed. These may include:

- an Environmental and Construction Management Plan
- a Communications Plan
- Natural Values Assessment
- Cultural Heritage Assessment
- a Re-vegetation Plan

Applications must be submitted at least 14 days before the start date required for the works associated with the permit.

Fees and bonds

The administration fee for your application is \$427. This needs to be paid for your application to be considered valid. Once we have received your application, we will let you know how payment can be made.

A bond may apply depending on the nature and risk of impact associated with the application. Once your application has been assessed, you will be notified of any bond requirements.

Refer to our [fees and charges](#) (see Parks, Reserves and Undeveloped Open Space) for current fee and bond amounts.

If a key is needed to access the location, you will need to collect this from the City of Hobart Customer Service Centre, 16 Elizabeth Street, Hobart. Fees apply if you fail to return the key.

For further information visit our [website](#) or contact us at coh@hobartcity.com.au or on 6238 2711.

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

Answer this question if you selected 'individual ' in *Applicant details* > *Are you applying as an individual or a company?*

First name Required

Answer this question if you selected 'individual ' in *Applicant details* > *Are you applying as an individual or a company?*

Last name Required

Answer this question 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

Answer this question if you selected 'no' in *Applicant details > Is this your postal address?*

Postal address Required

Answer this question 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

Answer this question 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

Answer this question 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 'company ' in *Applicant details > Are you applying as an individual or a company?*

Or if you:

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

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

Preferred contact method (Select 1 option) Required

- email
- telephone

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

- yes
- no

Complete this section if you:

- selected 'yes' in *Applicant details > Will there be anyone else accessing the site as part of the works?*
- and selected 'individual' in *Applicant details > Are you applying as an individual or a company?*

Or if you:

- selected 'yes' in *Onsite contact details > Will there be anyone else accessing the site as part of the works?*

Site access

Provide the details of each person who will also need access to the area. Use the 'add' button to add additional people.

Person 1

First name

Last name

Telephone number

Is this person: (Select 1 option)

- the owner
- a contractor
- other

Answer this question if you selected 'other' in *Site access > > Person 1 > Is this person:*

Please specify Required

Person 2

First name

Last name

Telephone number

Is this person: (Select 1 option)

- the owner
- a contractor
- other

Answer this question if you selected 'other' in *Site access > > Person 2 > Is this person:*

Please specify Required

Person 3

First name

Last name

Telephone number

Is this person: (Select 1 option)

- the owner
- a contractor
- other

Answer this question if you selected 'other' in *Site access > > Person 3 > Is this person:*

Please specify Required

Person 4

First name

Last name

Telephone number

Is this person: (Select 1 option)

- the owner
- a contractor
- other

Answer this question if you selected 'other' in *Site access > > Person 4 > Is this person:*

Please specify Required

Person 5

First name

Last name

Telephone number

Is this person: (Select 1 option)

- the owner
- a contractor
- other

Answer this question if you selected 'other' in *Site access > > Person 5 > Is this person:*

Please specify Required

Application details

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

- work involving vegetation (including trees)
- work involving declared weeds
- work that will impact soil or material
- work carried out by a utility provider
- excavation work
- construction work
- other

Answer this question 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

Is vehicle access needed to carry out the works? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Application details > Is vehicle access needed to carry out the works?*

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)

Location

What is the name of the park or reserve?

Select location on the map below Required

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 (attachment A)

Attachment A Required

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

Safe Work Method Statement (attachment B)**Attachment B** Required

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

This information applies if you selected 'yes' in *Application details > Is vehicle access needed to carry out the works?*

A map or specific plan detailing the access and vehicle path (attachment C)

Answer this question if you selected 'yes' in *Application details > Is vehicle access needed to carry out the works?*

Attachment C Required

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

Additional attachments

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**

Answer this question if you selected 'yes' in *Application details > Is vehicle access needed to carry out the works?*

(Select 1 or more options)

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

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 the City of Hobart 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