



## **LOCAL GOVERNMENT (s.68) APPLICATION**

### **APPLICATION FOR THE TEMPORARY USE OF COMMUNITY LAND AND/OR A PUBLIC ROAD**

This form is designed for those who are seeking approval under Section 68 of the Local Government Act (LGA) 1993 for a wide range of activities whereabouts a person is proposing to undertake activities using community land or a public road. A list of the relevant activities that are covered using this form are listed below.

#### **Part D : Community land**

- Engage in a trade or business (including non-fixed food business e.g., food vans/stalls)
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- For fee or reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

#### **Part E: Public roads**

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

As this application form is general in nature, after it is submitted Council, we will be in touch with you regarding what specific additional information will also be required for your specific activity.

#### **1. APPLICATION TYPE (tick all that apply)**

<b>Part D – Community Land</b>	
<input type="checkbox"/>	D1 - Engage in trade or business (including non-fixed food business e.g., food vans/stalls)
<input type="checkbox"/>	D2 - Direct or procure a theatrical, musical or other entertainment for the public (on community land)
<input type="checkbox"/>	D3 - Construct a temporary enclosure for the purpose of public entertainment (on community land)
<input type="checkbox"/>	D4 - For fee or reward, play a musical instrument or sing (on community land)
<input type="checkbox"/>	D5 - Set up, operate or use a loudspeaker or sound amplifying device (on community land)

	D6 - Deliver a public address or hold a religious service or public meeting (on community land)
<b>Part E – Public Roads</b>	
	E1 - Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway (public roads)
	E2 - Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road (public roads)

**2. APPLICANT DETAILS**

Mr		Mrs		Ms		Miss		Other:	
Given Name (s)									
Surname									
Postal Address									
Contact Number									
Contact Email									

**3. LANDOWNER DETAILS (if applicable e.g., Crown Lands/Council)**

Landowner	
Postal Address	
Contact Number	
Contact Email	

**4. ROAD OWNER DETAILS (if applicable e.g., Council, Transport for NSW)**

Road owner	
Postal Address	
Contact Number	
Contact Email	

**5. LOCATION DETAILS (if applicable)**

Lot No./s		Section No.		DP/SP No.	
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**6. ACCESS DETAILS (indicate any difficulties with access for the purposes of an inspection)**

	Locked gates
	Dangerous Animals
	Other:

**7. OTHER CONSIDERATIONS**

Yes	No	N/A	Consideration
			Is the site adjacent to residential properties?
			Has provision been made for disabled access to the premises (e.g., Provision of disabled toilets, parking ramps - Guidelines are available).
			Has the applicant consulted adjoining landowners and residents about the proposal? (Note: This often allows an early resolution of any problems, but is not essential as Council will usually consult them independently)
			Do you have Public Liability Insurance for the activities concerned?

**8. RELATED APPROVAL DETAILS (if applicable)**

Yes	No	NA	Approval
			Has approval been sought/granted by the landowner to use the land for the event/car park? (In circumstances whereby it is NOT Council Land)
			Has Roads Act (RA) application approval been sought for road closure/use of road?
DA (or CDC) No.			Date of determination
RA No.			Date of determination

**9. DESCRIPTION OF ACTIVITY AND/OR DRAWING OF LOCATION**

e.g. Musical performance using amplified device (3W amp, guitar, bass, microphone, and drums); or, Sale of food and beverages (individually wrapped cakes and coffee sold from a gazebo)

**10. APPLICANT SIGNATURE(S)**

This form may be submitted on behalf of the landowner by another party; however, the form MUST have been signed by all the landowner(s) prior to submission.

Signature of applicant		Date	
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**11. LAND/ROAD OWNER SIGNATURE(S)**

I/We own the subject land and or road and consent to Council officers entering the location for the purpose of carrying out inspections in conjunction with this application, without first giving written notice.

Owner/company			
Name(s)			
Position held			
Signature		Date	

Owner/company			
Name(s)			
Position held			
Signature		Date	

You can submit this application form to Council by emailing it to [council@bellingen.nsw.gov.au](mailto:council@bellingen.nsw.gov.au) or by bringing it into our Council Administration Building.

**Privacy Statement**

Bellingen Shire Council (Council) is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation, including the *Privacy and Personal Information Protection Act 1998*.

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form.

The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application.

**OFFICE USE ONLY****12. FEE DETAILS**

Description	Account Numbers	Amount

**13. PAYMENT DETAILS**

Amount Paid:		Date paid:		Receipt Number	
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