



## APPLICATION TO OBTAIN TEMPORARY ACCESS THROUGH PUBLIC RESERVES & PARKS

Under certain conditions and circumstances, consideration may be given for temporary vehicular access through public reserves and parks for such purposes as taking out or returning trailers, building, site works and building works removals.

Each case is reviewed and a determination made on a case by case basis. This form provides Council with information to assist in assessing a request for temporary access.

### CONTACT DETAILS

Applicant Name / Company

Applicant Address

P/Code

Contact Name (if company)

Phone

W:

M:

Emergency Contact

Emergency Phone No.

Email

### RESERVE / PARK DETAILS

Reserve / Park Name

Gate Entrance Location  
(street)

Key Type (**located  
underneath padlock  
near key barrel**)

### PROPERTY REQUESTING ACCESS

Owner Name

Property Address

P/Code

Phone

W:

M:

Email

### PERIOD OF ACCESS

First Date Required

Last Date Required

### REASON FOR ACCESS

Access is required for the purpose of

Does work require Council  
Development Approval?

Yes

No

If Yes, Council Consent Details

Is alternate access available?

Yes

No

If Yes, provide details

Other supportive information

### Vehicles / Machinery Entering Reserve / Park

No. Vehicles

Trailer

Yes / No

Vehicle Type(s)

No. Machinery

Weight of Machinery

**PUBLIC LIABILITY INSURANCE**

Contractors requiring temporary access through a Council reserve or park for work required by either Council or private property must hold current Public Liability Insurance for a minimum of \$20,000,000.

Copy of insurance supplied	Yes		No	
----------------------------	-----	--	----	--

**GATE KEY COLLECTION**

If your application request for temporary access is approved the person whose name and signature appears below or their nominated person is to collect a gate key by 3:30pm weekdays from Council's Open Space and Natural Resources section located at Number 1A Civic Place Parramatta. 15 minute free parking is available at the front of the building.

Prior to the collection of the gate key a refundable bond of \$150.00 is to be paid. This bond can be paid in person at Parramatta City Council, 30 Darcy Street, Parramatta, opposite the train station.

To collect the gate key please contact the Open Space and Natural Resources section on **9806 5727/ 5205** at least 24 hours prior to collection and proceed with the bond payment receipt to 1 A Civic Place. A Council Officer will meet you at the building entrance and deliver the key.

NB. Failure to return the key by the due date may result in the loss of the bond. Please contact the appropriate Council officer at least 24 hours prior to returning the key.

A refundable key bond may not be required, depending on the assessment outcome.

Date gate key to be returned to Council at 1 A Civic Place	
--	--

**STANDARD TERMS & CONDITIONS (please initial upon acceptance)**

1. Approval is subject to any direction given by Parramatta City Council	
2. Approval may be cancelled and / or suspended at any time. Wet weather is an example of cancelled or suspended approval	
3. Approval is only for the period approved and acknowledge key return date	
4. Access is available between the following times: Monday to Friday: 7:30am to 5:00pm Saturday: 8:00am to 3:00pm Sunday & Public Holidays: Not Permitted <i>Note: A park booking may adjust the starting time</i>	
5. Storage of building materials, demolition or excavated materials are not to be left in the reserve / park during or after the approved access period	
6. Council will inspect and may photograph the area(s) of the reserve / park prior to the approved access period. Any damage to the park such as grass, trees, amenity, gates, guttering, be it accidently or through negligence is to be repaired at the cost to the company / person(s) whose signature appears below with repairs overseen by Council	
7. The area must be kept safe and tidy with OH&S demonstrated and with minimum inconvenience to the public	
8. The contractor or private property owner requesting access agrees to indemnify and hold harmless the Council in respect of all claims, demands, actions, suits, order, decrees, costs, damages, loss and expenses of whatsoever nature or kind which the contractor or Council may suffer or incur, disease and or damage to property sustained as a consequence of the contractor's use of the community land	
9. Use of vehicles within the reserve / park should travel as per Council	

officer's explicit instructions	
10. Specific conditions may be put in place by Parramatta City Council	

### DECLARATION

I the appointed contractor/resident hereby apply for permission for access through the above reserve/park and, in signing this application, confirm that the above information is correct and that I am aware and agree to the Conditions of Approval. I agree that no access will be undertaken until approval, if granted, is issued by Parramatta City Council. By payment of the bond, I agree to return the gate key to Council by the agreed date.

Print Name		Signature		Date	
------------	--	-----------	--	------	--

### PRIVACY DECLARATION

The information provided by use of this form will be used only for the purpose of determining temporary access as outlined in this form only and will not be made public nor transferred. Council will keep a copy of this lodged application as a record.

### WHAT HAPPENS NEXT?

Having submitted your request for temporary access including a copy of relevant insurances an assessment will be made and you will be notified by telephone and in writing. Council aims to assess each request within two working days. Depending on the complexity of the request, multiple Council departments may need to be briefed and consulted.

Should further information be required or amendments by Council requested you will be advised by a Council officer.

### SUBMITTING AN APPLICATION

**Fax:** Open Space & Natural Resources  
(02) 9806 5906

**Email in pdf form:** [ptodarello@parracity.nsw.gov.au](mailto:ptodarello@parracity.nsw.gov.au)

**In Person:** Parramatta City Council  
1A Civic Place  
Parramatta NSW 2150

**General Enquiries:** Open Space & Natural Resources  
(02) 9806 5727/5205