

## PLACE OF PUBLIC ENTERTAINMENT RENEWAL

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

### PART 1 - Venue & Applicant Details

#### 1. Venue details

Address

venue type:

street address:

suburb:

postcode:

#### 2. Applicant details

Full name/company and  
contact person

family name (or company):

full given names:

OR company contact person:

Postal address

suburb:

postcode:

Contact details

home phone:

mobile:

office phone

fax:

email:

date:

**Note:** Applicant is required to sign the last page of this application.

### PART 2 - Entertainment Type

#### 3. Details of entertainment

#### 4. Part of building to be used for entertainment

#### 5. Maximum number of people attending including staff

#### OFFICE USE ONLY

Reference:

DA/

Fee:

\$

Scanning Fee:

Date:

Receipt #:

\$

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### Part 3 - Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Floor Plan	(1:100 scale/1:200)	1		
2	Current Annual Fire Safety Certificate		1		
3	Digital Requirements		1		

### PART 4 - Accompanying Documentation Guide

#### 6. Floor plans

To ensure that your plans are useful to the assessing officer please include the following minimum convention requirements to your plans and drawings:

- Plans to scale, preferably 1:100 1:200
- North point
- Date
- Site address
- Description of plan / drawing
- Architect / designer name and contact
- Number and brief description of amendments
- Hardcopy plans and drawing to be folded to A4 size with a title block on the front

I have fulfilled these requirements:    yes        no   

#### 7. Digital requirements

To assist Council in record keeping and processing your application all documentation is required on data disc e.g. CD-ROM, DVD-ROM, etc. If this is not possible or the disc content is incorrect then the following scanning fee will apply:

Please tick (✓)

Cost of Works (\$)	Scanning Fee (\$)	(✓)
0 – 300 000	35.15	
300 000 – 900 000	105.55	
900 000 +	211	

File format:



One multi-page **TIFF** file should contain all plans and drawings. e.g. site plan, floor plan, elevation plan, landscape plan, etc.



The application form and every accompanying document each require a separate **PDF** file. e.g. statement of environmental effects, heritage report, etc.




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### PART 4 - Accompanying Documentation Guide (continued)

Naming convention:

All files should be named as follows: **Document Type - Property Address**  
e.g.

-  Architectural Plans - 30 Darcy Street Parramatta.tif
-  Application Form - 30 Darcy Street Parramatta.pdf
-  Fire Safety Certificate - 30 Darcy Street Parramatta.pdf

For the full list of Document Types go to  
[www.parracity.nsw.gov.au/development/development\\_process/prepare\\_\\_and\\_\\_lodge](http://www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge)

I have a correctly formatted and  
named disc that is complete:

yes

no

### PART 5 - Applicant Declaration

#### 8. Applicant declaration

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

yes

no

Applicant's signature

date:

### PART 6 - Council Officer Declaration

#### 9. Officer declaration

I declare that this application is, to the best of my knowledge, complete including all accompanying documentation outlined in the checklist on page 2 and digital requirements .

yes

no

Officer's signature

date: