

PARK ACCESS APPLICATION FORM

A Park Access Permit is required to gain temporary access to a park for non- recreational purposes for works on adjacent properties. This permit helps protect the city's parks and reserves.

Park access is granted **only** if there is not an alternative way to access your property and the impact on the park is minimal. *Council reserves the right to reject any application.* Please allow up to 10 working days for submission and processing of this application.

When applying for park access, the applicant must:

- Supply a mud map with proposed entry and exit points.
- Agree that the site is cleaned up and any damage is repaired when the job is completed (if this is not done to Council's standards the bond will be withheld).
- Acknowledge that any rectification works that need to be done will be completed by an external contractor.
- Tape off the work area.
- Must not store materials on site
- Install protection zone around playgrounds in the park - if applicable
- Provide traffic control for pedestrians or for transporting equipment into the park.

Potential Park Permit Costs:

- \$50 deposit for a key (refundable on return of key)
- Bond (will be determined after inspection and at council's discretion)
- Inspection fees cost/ condition report (non- refundable)

Application

Please complete the Park Access Application form attached and return to Council via either options below.

Email:	Parksandnaturalenvironment@whitehorse.vic.gov.au
Mail:	Parks & Natural Environment Department Whitehorse City Council 1 Ailsa Street, Box Hill South VIC 3128

Collecting a Key

If you require a key, please make an appointment to collect the key from Whitehorse Operations Centre at 1 Ailsa Street, Box Hill South. Must be returned upon completion of works

Parks & Natural Environment Admin can be contacted on 9262 6222



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RESERVE DETAILS

Reserve Name	
Reserve Location	
Access point (entry)	

PROPERTY OWNER DETAILS

Full Name:			
Address:		Suburb:	
Phone:		Mobile:	
Email:			

CONTRACTOR DETAILS – The person or organisation who will undertake the works.

Name:			
Organisation:			
ABN:			
Postal Address		Suburb:	
Phone		Mobile:	
Email:			

PROPOSED WORKS – Briefly explain your works

Description of Work: Why are you applying for this permit?	
Reason why access is required: What part of Council land will you be occupying	
Start Date:	
End Date:	



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Machinery to be used. Including weight and size	
Closures: Will you be closing any walking paths or restricting public access	
Duration of works:	(HOURS: AM/PM to AM/PM) (DAYS:)(WEEKS:)
Will any vehicles be loaded or unloaded from the street?	NO YES, If yes a traffic management plan will be required

APPLICATION CHECKLIST

- ☐ Completed application form (including this page) with the attached documents
- ☐ Copy of contractor's Certificate of Currency for Public Liability Insurance (\$10 million minimum).
- ☐ Traffic Management plan/ mud map with entry and exit points specified

DECLARATION

I declare that all information supplied on this application is true and correct. I have read and understood the terms and conditions of access and will abide by these.

I understand that it is the responsibility of the applicant to locate all services prior to the commencement of works.

Property Owner's Name:			
Signature		Date:	
Contractors Name:			
Signature		Date:	



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FEES (OFFICE USE ONLY)			
Application Approved <input type="checkbox"/> YES <input type="checkbox"/> NO			
PAYMENT SUMMARY			
Inspection Fee	\$		
Usage Fee	\$		
Deposit for Key	\$	Key #	
Bond (min \$300)	\$		
TOTAL PAYABLE	\$		
Payment Method	<input type="checkbox"/>	Cash	
	<input type="checkbox"/>	Cheque	
	<input type="checkbox"/>	Credit Card	
Received by Officer:			Date:

REFUND AMOUNT		
Deposit Refund	\$	
Bond Refund	\$	<i>Cost of damaged subtracted</i>
TOTAL REFUND	\$	
Key Returned	<input type="checkbox"/> YES	<input type="checkbox"/> NO