

2018/19 Commercial Activities on Public Land Licence Application

Lodge Applications at Ballina Shire Council 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)

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Payment is required upon lodgement of application for processing.

Section 1: Application Details

All correspondence will be forwarded to this name and address.

Applicant's Name			
Postal Address			
Telephone (h)		(w)	Mobile
Email Address			Fax
Signature		Date	

Section 2: Business/Commercial Activity Details

Business Name	
Email Address	
Type of Commercial Activity	
Description of Activity	
Equipment/Materials, Livestock To be used (incl max number)	
Intended Maximum Client Capacity / Session / Day	
Time of Day / Night for Activity	
Days of Week for Activity	
Description of Exact Location Of Activity (attach map)	

Section 3: Vehicle Details

For all vehicles used for commercial activities

Vehicle Registration No/s	
Make/model/colour of Vehicle	

Office Use Only			
2018/19 Licence Application Fee: \$170	Receipt Code: 124	Receipt No:	Date Received:
Annual Activity Licence Fee: \$	Receipt Code: see list	Receipt No:	Date Received:

Section 4: Other Requirements

Please read the **Commercial Activities on Public Land Application Guidelines** for your activity carefully and attach the required documentation to the application form when submitting (available on Council's website).

The following information is **required** with copies of documentation to be **attached** to this application.

Map of exact location where activity is to be conducted

Qualifications

- Industry accreditation/qualifications
- Licenses/permits for equipment, vehicle, boat, plane etc
- Required certificates for industry
- Senior First Aid Certificate

Risk and Safety (Operations) Management Plan

- Risk assessment for activity (see addendum for template)
- Risk and safety management protocols
- First Aid
- Emergency response
- Evacuation plan
- Operational procedures for activity (if required)

Insurance Requirements

Current 'Certificate of Currency' for Public Liability to \$20million (policy to include Ballina Shire Council noted as an interested party). Please note as insurance is updated, a current 'Certificate of Currency' must be lodged with Council at all times.

Section 5: Schedule of Fees and Charges

A non-refundable licence application fee is payable upon submission of the Commercial Activities Licence Application Form. The application fee allows for the appropriate assessment of the proposed commercial activity.

Licence Application Fee for 2018/19 financial year is \$170.00

An annual activity licence fee must be paid in advance should the commercial activity proposed by the business be permitted by Council. The licence fee is an annual fee following successful reapplication by the proposed commercial activity business.

The following table details the level of impact and relevant fee that has been determined for commercial activities on public land:

Impact Category	Activity	Annual Activity Licence Fee	Receipt Type
Very Low Impact	Ecotourism tours Horse riding access to South Ballina Beach Personal Fitness Trainer (maximum 2 clients)	\$135	125
Low Impact	Dog training classes 4WD fishing tours Guided bike tours Hot air ballooning Kayaking and canoeing Pony rides for private parties Sailing schools Personal Fitness Trainer (maximum 10 clients) Windsurfing	\$615	126
Medium Impact	Kitesurfing Beach horse riding Bike hire Commercial fishermen Commercial boat use of public wharves and pontoons Group fitness training Hangliding and paragliding	\$1,065	127
High Impact	Skydiving Sea plane rides Helicopter rides	\$1,700	128

Section 6: Declaration

I/we have read and understand all of the requirements set out in Ballina Shire Council's 'Commercial Activities on Public Land Policy' as available on Council's website.

I/we have read and understand and agree to adhere to the operating requirements within the 'Commercial Activities on Public Land Guidelines' as available on Council's website.

I/we have read and understood all of the requirements outlined throughout this form.

I/we will ensure that any and all alterations to the proposal are submitted to Council in writing and documentation as soon as they become available, and acknowledge that alterations will only be considered if sufficient time is provided in which to assess the proposed changes.

I/we acknowledge that it will be my/our responsibility to ensure that all requirements and conditions of the Commercial Activities Licence will be met.

Any information or evidence required to assess this application has been provided.

I/we certify that all of the information contained in this application is correct and accurate.

Name/s

Signature/s

Date

Privacy Protection Notice

The completed commercial Activities on Public Land Licence Application Form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by the Civil Services Group and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

**SUBMIT
FORM**