

**\*\*Application form must be submitted at least four (4) weeks before intended use\*\***

**\*\*We endeavour to support all requests, however in some instances the proposed event may not be deemed appropriate and therefore may not be approved\*\***

**\*\*If the gathering is 70 people or less, a Permit will not be required\*\***

**\*\*If organising a Community Event, please click [here](#) instead, to complete an 'Event Application Form' online.**

**Please Note:** This booking does not grant the applicant 'exclusive use' of any part of a reserve or foreshore area. Reserves and foreshores are public areas and are to remain accessible to all.

## APPLICANT DETAILS

Applicant Name:

Postal Address:

Daytime Contact Number:

Email Address:

I hereby make application to the City of Onkaparinga for the use of a Council Reserve or Foreshore area located at:

Date: \_\_\_\_\_

Times: between the hours of \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM

Anticipated number of people attending the gathering (including children): \_\_\_\_\_ people

## PUBLIC LIABILITY INSURANCE

Individuals must meet the guidelines of the Ad-hoc and Occasional Hirers Insurance Policy facilitated by Council. This insurance will be applied for an administration fee of \$15.00.

Clubs, groups or companies must attach a copy of their Certificate of Currency confirming evidence of Public Liability Insurance to a **minimum** of \$20 million upon submission of application. Insurance is subject to review in accordance with Council's use of community land/building risk matrix, on a case-by-case basis.

## SET-UP ARRANGEMENTS

Please advise the purpose for the proposed gathering/use of a Council reserve or foreshore area, including any proposed activities and equipment or materials that will be used, for further consideration. This information will be distributed to relevant Council departments (stakeholders) for the purpose of assessing your application.

Please note the following information and detail if you intend to use such items:

- Marquees/shade covers etc, are permitted and are to be weighted-only (No pegs allowed, as reserves are irrigated);
- Music/speakers /PA system, if used, are to be at a low-level volume.

**Subject to any variation by Council, any Permit issued is subject to:**

- The general and/or special conditions which Council determines, including the provision of all appropriate insurances as required; and
- Payment of the Prescribed Fee (will be invoiced separately when the use is approved and is non-refundable if the request is cancelled).

Please submit application:

Click here to submit via email:

[mail@onkaparinga.sa.gov.au](mailto:mail@onkaparinga.sa.gov.au)



For any further queries, please call The Permits & Licences Team on (08) 8384 0666.

Submit via post:

The Permits & Licences Team  
City of Onkaparinga  
PO Box 1  
NOARLUNGA CENTRE SA 5168

Submit via Fax: (08) 8382 8744