

	District Council of Peterborough OPEN SPACES PERMIT – FACILITY HIRE		Version No.	1.0
			Issued	May 2026
			Review Date	

**PERMIT FOR BUSINESS USE OF COMMUNITY LAND – PURSUANT TO
CHAPTER 11, DIVISION 5, SECTION 200 LOCAL GOVERNMENT ACT 1999
By-law No. 4 — Local Government Land**

Please note – this Permit does not grant the applicant ‘exclusive use’ of any part of reserve, park, oval or any equipment or infrastructure in them - parks etc are public spaces and are to remain accessible for all to enjoy.

Completion and approval of this form is required if you wish to:

- Hold a festival or temporary event, ie ceremony, market, carnival, entertainment
- Hold a wedding ceremony
- Hold a commercial activity, ie fitness training or product sampling (*Fees may apply*)

You do not need to complete this form for:

- Wedding photos
- Small private gatherings without infrastructure, ie family parties and picnics
- Casual sport

Please complete this form in BLOCK LETTERS and return to:

The District Council of Peterborough (in this Permit called “the **Council**”)

PO Box 121 Peterborough SA 5422

Telephone (08) 8651 3566

1. PERMIT HOLDER DETAILS

APPLICANT:
(*Business/Organisation/Individual*). Herein called the “**Permit Holder**”

Of (*Address*):

Contact Person:

Contact Address:

Contact Telephone:

Email:

2. LOCATION

I hereby make application to the District Council of Peterborough to use (*site location*):

- ☐ Victoria Park
- ☐ West Park
- ☐ Soldiers Memorial Oval
(exclusive hire may be possible)
- ☐ Yongala Recreation Park
- ☐ Other



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3. PURPOSE OF PERMIT

For the purpose of *(event/reason)*:

- ☐ Wedding
Event Management Plan: To be completed.
Fee: NIL
- ☐ Temporary Event *(ie festival, carnival, entertainment)*
Event Management Plan: To be completed.
Fee: See Fees and Charges
- ☐ Commercial Activity *(ie market)*
Event Management Plan: To be advised.
Fee: See Fees and Charges
- ☐ Commercial Activity *(ie fitness training - refer Special Conditions 1)*
Event Management Plan: Not required
Fee: NIL
- ☐ Ceremony, NFP Community Event, Charitable Fundraising
Event Management Plan: To be advised.
Fee: Nil
- ☐ Other
Event Management Plan: To be advised.
Fee: May be applicable - see Fees and Charges

Description:

Council's current Fees and Charges Schedule can be found at:

www.peterborough.sa.gov.au/our-council/fees

4. WHEN

Date/s: From..... To.....

Times: Start.....am/pm Finish am/pm

Site Preparation: Date..... Time.....

Site Vacated: Date..... Time

Estimated Attendance:

Or

Other timeframe: to *(if applicable)*

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5. INSURANCE

Does the Permit Holder have public liability and professional indemnity insurance (minimum \$20 million) to cover the permit period and purpose of event / activity?

YES / NO

Please attach a copy of the Certificate of Currency

Attached: YES / NO

Some minor events, ie weddings, small ceremonies etc, may not require insurance coverage – please enquire at time of application.

Please note Permit General Conditions 2 and 3 regarding Insurance and Special Conditions 1

6. NOISE

Will your permit period include amplified music, presentations or speeches etc? YES / NO

If YES, please provide details including what will be amplified, volume and times:

.....

7. STALL HOLDERS (if applicable)

Are there any groups / organisations, apart from the Permit Holder participating in this activity?

YES / NO

If YES, it is the Permit Holder's responsibility to ensure that any other organisations / stall holders have the relevant public liability insurance.

8. FOOD and DRINK

Will food and drink be served during this permit period?

YES / NO

Sale of Food during the permit period (Food Act 2001 applies):

Whilst not compulsory, it is advisable that the Permit Holder seeks proof of compliance, ie a copy of a current Food Safety Inspection Form, from all food and drink sellers during the hire.

PLEASE NOTE: It is the Permit Holder's responsibility as per the Food Act 2001, Division 4, subdivision 1 (13), that as a general requirement, food handlers take all reasonable measures not to compromise the safety and suitability of food.

The use of glass beverage containers are not permitted in Council's parks or reserves.

9. ALCOHOL

Will alcohol be provided during this permit period?

YES / NO

Is the alcohol being sold?

YES / NO

If NO, move to section 10.

If YES, has an application for a Liquor Licence been made?

YES / NO

On what date?

Date:

Has it been approved and issued?

YES / NO

Please provide a copy

Attached YES / NO

10. ADDITIONAL INFORMATION

Will any of the following be required / used during the permit period:

- ☐ Additional Toilets
- ☐ Additional Waste Management, ie Bins
- ☐ First Aid Station
- ☐ Animals
- ☐ Amusements / Games
- ☐ Security / Emergency Services

If YES, you are required to complete an Event Management Plan

Please supply any other relevant information regarding your activity:

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Note 1: Pursuant to section 5 of the Act, land may be used for a "business purpose" even if it is not intended to make a profit.

11. THE ISSUING OF THIS PERMIT IS SUBJECT TO:-

- A. The Permit Holder has received a copy of this Permit signed by the Council.
- B. The Permit Holder agrees to comply with the General Conditions set out in this Permit.
- C. The Permit Holder agrees to comply with any Special Conditions, which are set out in this Permit.
- D. The Permit Holder will pay the fees as per Council's Fees and Charges Schedule in advance.
(Council's current Fees and Charges Schedule can be viewed on Council's website: www.peterborough.sa.gov.au or at the Council Office).
- E. The Permit Holder will provide a copy of all insurances, which are required by either the General Conditions or the Special Conditions of this Permit in advance.

THE PERMIT HOLDER IS TO:

1. Comply with all reasonable directions given by any employee or officer of the Council in relation to the Permit and any activities carried out under this Permit.
2. Ensure that at all times during the term of this Permit, it will hold the necessary permissions, certificates and other authorisations required to undertake the proposed use, which must be provided to the Council upon request.
3. Ensure that for the duration of this Permit that the area is kept in a clean and tidy state with any of the Applicant's waste, rubbish or unused or excess materials removed or otherwise disposed of.

12. GENERAL CONDITIONS

1. Indemnifications and Release
 - The Permit Holder is to indemnify and release the Council, its employees and/or agents against all actions, costs, claims and demands for injury, loss or damage arising out of any negligent act or omission of the Applicant in relation to any activities under this Permit or arising out of breach of any condition attached to this Permit.
 - The Permit Holder agrees that the Council will have no responsibility or liability for any loss or damage to the Permit Holder's fixtures or fittings or personal property.
2. Public Liability Insurance - For the term of this Permit, the Permit Holder must take out and keep current a Public Liability Policy of insurance for the minimum sum of \$20,000,000 where requested or required.
3. Disclosure and Evidence of Policy (where applicable)
 - The Permit Holder must not commence to use the Area until evidence of the Public Liability Insurance policy is given to the Council.
 - The Permit Holder will advise the Council immediately if the Public Liability Insurance policy lapses or is cancelled, and of any replacement or substituted policy taken out by the Permit Holder.
 - The Permit Holder must provide the Council at the commencement of the Permit, or at other times when any other insurance is effected, with a copy of a Certificate of Currency for Public Liability Cover from their Insurance provider.
4. Standards - During the period in which this Permit is current the Permit Holder must comply with all applicable industry or health and safety standards, current Australian Standards or any applicable Codes of Practice. The Permit Holder must ensure that the activity to be carried out by this Permit is conducted in a safe and responsible manner.
5. Compliance with Statutory Requirements
 - The Permit Holder must comply with any Act of Parliament, regulation or by-law relating to the use of the Area.
 - Wherever there is any cost involved in complying with the preceding requirements, the Permit Holder will be responsible for payment of those costs.
6. The Permit Holder is responsible for ensuring that any providers of services, stalls, etc, external to the Permit Holder's insurance, have the appropriate insurance and licences.
7. The Permit Holder is responsible for all activities held during the Permit period.
8. The Permit Holder, where appropriate, shall ensure that it is licensed or registered to carry out the described activity.
9. The Permit is not transferable.
10. Event Management – Your application may require further documentation, such as a risk assessment etc, depending on the nature of the event or activity. You will be notified as soon as possible if there is a need.

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11. The Permit Holder shall ensure that any breakages of glass or spillage of food, drink or other substances are cleaned up immediately. Breakages of any Council owned equipment, fixtures and fittings must be reported to Council as soon as possible and replacement or repairs shall be at the cost of the Permit Holder.
12. Condition of Park / Oval / Reserve Prior to Activity
 - The condition of the area at the time of application will remain the same unless Council has programmed maintenance works scheduled prior to the activity; or vandalism has occurred which may compromise public safety.
 - Council will not carry out an unscheduled clean-up of the area prior to the activity. Each area has a programmed maintenance routine and Council will not carry out an unscheduled clean up just because it has been requested by the applicant.
13. The Permit Holder shall ensure that the venue is left in a clean and tidy condition at the end of the Permit period, with all rubbish to be disposed of after use. Wheelie Bins are supplied.
14. Weddings / Parties – confetti or balloons are not allowed.
15. Pegs or stakes are not allowed to be used on Victoria Park or Soldiers Memorial Oval – at any time. Sandbags are permitted for the securing of structures.
16. Erection of Structures in Parks / Oval / Reserves
 - Council does not allow the erection of any structures in its parks etc unless prior approval has been obtained by the Infrastructure and Operations Manager to ensure that any underground services present will not be damaged.
17. In the event of an emergency, all areas in use are to be evacuated, Emergency Services notified immediately, and Council notified as soon as possible. No-one is to re-enter the venue until given the all clear by emergency services or Council management.
18. If applicable, the Permit Holder is required to pay the correct hire rate, as set out in Council's Fees and Charges Schedule. Council reserve the right to consider special circumstances on a case-by-case basis.
19. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.
20. This Permit may be revoked by Council if the Permit Holder fails to comply with a condition of the Permit and may be revoked in any other justifiable circumstance.
21. Contractual Rights Only - This Permit does not confer on the Permit Holder any exclusive right, entitlement or interest in the Area.
22. Interpretation - In this Permit reference to: -
 - "The Council" includes its members, employees and agents.
 - "The Permit Holder" include its employees and agents.

SPECIAL CONDITIONS 1 - FITNESS ACTIVITY (COMMERCIAL ACTIVITY)

1. Fitness groups and personal applicants providing fitness services, activities and/or instruction to people on Council open space areas and receiving a commercial benefit must:
 - a. Provide evidence of current public liability insurance policy to a **minimum of \$20 million**; and
 - b. Provide evidence of current professional indemnity insurance to a **minimum of \$5 million**.
2. Provide evidence of registration with a recognised fitness peak body such as Fitness Australia or Physical Activity Australia relevant to intended activities.
3. Applicant must have a mobile phone at each session in case of emergency.
4. It is preferable that the applicant has a current Senior First Aid certificate.
5. Applicant is responsible for the behaviour of their clients.
6. Must manage the activities to minimise wear and tear on grassed area.
7. Shall conduct their activities so as not to dominate, monopolise and/or obstruct any pathways.
8. Must not create any noise from training activities that unreasonably disturbs other users and adjacent residents.
9. Ensure that all equipment is used under supervision at all times and does not create a risk or hazard to other users of the area, and shall not suspend any equipment from trees and/or structures.



SIGNED FOR AND ON BEHALF OF THE PERMIT HOLDER:

Name: Position:

.....

Permit Hire: Approved / Denied Reason for denial:

Other Permits/Licences Required: YES / NO *ie recognised Fitness Body*

Is Event Management Plan required: YES / NO

Copy given to Permit Holder: YES / NO

SIGNATURE: _____ **NAME:** _____

POSITION: _____ DATE: _____

(SIGNED FOR AND ON BEHALF OF THE COUNCIL)

