



**Contact Details:**

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Updated: July 2023 Our Ref: 15688/2010

## COMMERCIAL ACTIVITIES ON COUNCIL CONTROLLED LAND APPLICATION FORM

Please refer to the Local Approvals Policy which is available on Council's website. Every section of this form **must** be completed. Documentation may or may not be required depending upon your commercial activity and the responses to the questions in this form. If documentation is required please **attach** to application form with required fee.

A non-refundable annual Licence application (plus inspection, lease and bond where applicable) is payable on lodgement of this application form *Section 3 - Fees*. These fees allow for assessment and monitoring of the commercial activity and maintenance of the public reserve related to the area used by the commercial activity.

**Any licence issued by Council merely approves the defined commercial activity at the stated locations. The application process, the licence and the applicable fee relate to a regulatory process not the sale of an exclusive right. The licence does not grant or imply exclusive use and the licence holder is always obliged to respect that these are shared public use areas and legitimated potential users include other commercial operators as well as members of the public.**

**Section 1 – The Applicant:** *(All correspondence will be forwarded to this name and address)*

<b>Applicants Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Mobile</b>	
<b>Email:</b>			

**Section 2 - Business/Commercial Activity Details:**

<b>Business/Trading Name</b>							
<b>Type of Commercial Activity:</b>							
<b>Description of Activity:</b>							
<b>Equipment/materials, livestock to be used</b> <i>(including maximum number)</i>							
<b>Description of exact location/s of activity:</b> <i>(also Refer Section 4)</i>							
<b>Time and days of activity:</b>							
<b>Days</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Hours</b>							

<b>Section 3 - Fees: (GST Exempt)</b>			
<b>Application Fee</b>	<b>Job No.</b>	<b>Date Paid</b>	<b>Receipt No.</b>
\$ 300.00	2100.0105.0086		

<b>Section 4 - Vehicle Details: (for all vehicles used for the commercial activity)</b>	
Vehicle Registration No/Nos	
Make/Model/Colour	

<b>Section 5 - Other Requirements</b> <i>The following information must be <b>attached</b> to your application</i>	
<b>Map</b>	<b>Map illustrating exact location of activity to be conducted.</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Industry accreditation/qualifications</li> <li>• Licenses/Permits for all equipment used in this activity Required certificates for business activity type</li> <li>• Senior First Aid Certificate</li> </ul>
<b>Risk &amp; Safety (Operations) Management Plan</b>	<ul style="list-style-type: none"> <li>• Risk assessment for activity Risk and safety management protocols</li> <li>• First aid</li> <li>• Emergency response</li> <li>• Evacuation plan</li> <li>• Operational procedures for activity (if required)</li> </ul>
<b>Insurances</b>	Certificate of Currency for Public Liability - \$20Million (noting Nambucca Valley Council as an interested party). Please note as insurance is renewed a current "Certificate of Currency" must be lodged with Council at all times.

<b>Section 6 - Checklist of Documentation Required – To be completed Applicant</b>		<b>YES</b>	<b>NO</b>
<b>Section 1</b>	Application Details	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 2</b>	Business/Commercial Activity Details	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 3</b>	Payment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 3</b>	Vehicle Details	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 4</b>	- Map of exact location where activity is to be conducted	<input type="checkbox"/>	<input type="checkbox"/>
	- Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
	- Risk & Safety Operations Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
	- Certificate of Currency for insurances	<input type="checkbox"/>	<input type="checkbox"/>

<b>Section 7—Declaration</b>	
<input type="checkbox"/>	I/We have read and understood the requirements as set out in Council's Local Approvals Policy
<input type="checkbox"/>	I/We will ensure that any and all alterations to the proposal are submitted to Council in writing 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Any information or evidence required to asses this application has been provided.
<input type="checkbox"/>	I/We certify that all of the information contained in this application is correct and accurate.
<input type="checkbox"/>	I/We understand that if the application is incomplete it will delay processing for approval.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date