

Gladstone Regional Council

101 Goondoon St, Gladstone
PO Box 29
Gladstone QLD 4680

Telephone 07 4970 0700 Facsimile 07 4975 8500

Website: www.gladstone.qld.gov.au



Local Government Act
2009

Local Law 1 -
(Administration) 2011
Subordinate Local Law 1.2
- (Commercial Use of
Local Government
Controlled Areas & Roads)
2011

Commercial Fitness Activities - Transfer Application to Transfer a Commercial Fitness Activity Approval

The Gladstone Regional Council is collecting your personal information in accordance with Council's Local Law 1 - Administration to process your Application for approval to undertake commercial fitness activities within parks and reserves. The information will only be accessed by authorised council employees. Some of this information may be given to other Government Departments in case of an emergency. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Applicable Fees

Transfer Fee: \$ _____ Approval Number: _____

Applicant/s (transferor) details

If applicant is a
corporation,
insert corporation name
and ACN / ARBN

Corporation name

ACN / ARBN

Title Mr Mrs Ms Miss Other (specify)

Family name

Given names

Position

Title Mr Mrs Ms Miss Other (specify)

Family name

Given names

Position

I/we acknowledge that any permit issued pursuant to this application shall be subject to the following conditions:

Indemnity

- The approval holder shall, at all times, hold harmless and keep indemnified the Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the approval holder or agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the permit or in the observance, fulfillment, non-observance or non-fulfillment of any condition of the approval.
- The approval holder shall ensure a Public Liability Insurance Policy taken out by him / her to the minimum value of twenty million dollars is kept in force for the whole of the period that the approval covers, and includes the Council as an interested party.

I/we agree to abide by the conditions of the approval set by Council.

Signature _____ Date / /

Signature _____ Date / /

Postal address

Locality / Suburb _____ State Postcode

Contact ph. Mobile

Contact fax

Email: _____

This must be the REGISTERED name of the business.	Business Site details		
	Trading name		
	Storage address		
Real property description – refer to Rates Notice.	Locality / Suburb	State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Lot no.	Reg. plan no.	Parish
Details of Proposed Business Activity:	Description of Fitness Activities:		
	Number of personnel for business:		
	Estimated maximum numbers of customers at any one time:		
	Estimated maximum numbers of customers in a year:		
	Location for Activities:		
	Hours of Operation (days & time):		
	Details of any waste products / disposal:		
	Is signage intended to be displayed? <input type="checkbox"/> Yes - Provide details of signage and how will be secured. <input type="checkbox"/> No		

A copy of a \$20,000,000 Public Liability Insurance Policy must accompany all applications.	Public Liability Insurance		
	Name of insured company		
	Name of insured		
	Policy No.	Amount of cover	
	Policy Expiry Date		

Current Licensee (Transferee) details			
By signing this form, you are agreeing that you are no longer responsible for the ownership / operation of the business listed in the transfer application form and agree to relinquish all rights and responsibilities in relation to this business activity to the applicant listed on this transfer application form.			
Name			
Position			
Address			
Suburb		State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contact ph. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Mobile <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Contact fax <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Email	
Signature			Date: / /

Lodgement

The following must be attached to your application:

1. A sketch of the proposed location and layout of the activity including details of:
 - the boundaries of the site including details of buildings and any other structures;
 - the area (including dimensions) intended to be used for beach activity and the location of all proposed equipment and facilities; and
 - any other commercial operators that are currently operating near or around the proposed site.
2. A risk management plan (details provided on last page of application form).
3. A copy of your Public Liability Insurance Policy to the sum of not less than \$20,000,000.00 (20 million dollars). The public liability must indemnify Council, in the prescribed form and manner, against all public liability claims arising from operating the business.

Please note: This application and fee MUST be lodged with your Council and will not be processed if all required information is not attached.

Office use only

Fee	Date / /
Scheduled category	File no.
Receipt no.	Access no.

Risk Management Plan

Part of your proposal to carry out Commercial Fitness Activities on Parks and Reserves is to submit a Risk Management Plan along with the application form. Your Risk Management Plan may contain some of the following components:

1. Description of the proposed activity;
2. Description of the proposed site and location for the activity;
3. Approximate size of area needed and what routes used to access the activity;
4. Plans to minimise any excess noise that your proposed commercial activity might cause for example, whistles, horns, engine/motor noise or rowdy behaviour
5. Duty of care to workers and contractors
 - The operator for the proposed commercial activities will be required to demonstrate that strategies can be immediately implemented for the safety and welfare of its employees, contractors and subcontractors using the area for the proposed activity. These strategies may include:
 - Workplace Health and Safety Manual, including standards for things such as sun protection, lifting procedures and operation and maintenance of equipment etc.
 - Hazard Inspection Forms
 - Incident Report Forms
 - Training Itineraries
 - Code of Conduct standards for employees
6. Duty of care to participants, customers and bystanders
 - The operator for the proposed commercial activities will be required to demonstrate that strategies can be immediately implemented for the safety and welfare of participants, customers and bystanders using the area for the proposed activity. These strategies may include:
 - A map of "no go" zones
 - List of qualifications of supervisors and emergency contacts
 - Contingency measures in case of staff being unable to lead group through injury, attending to an emergency, illness etc
 - Educational Handout identifying risks for the proposed area for example dehydration, sunburn, stingers etc
 - Training checklists for participants that use equipment for example, snorkels, diving equipment etc
 - List of safety equipment and quantities for example, lifejackets, 1st aid kits etc
 - Indemnity Forms