

# Hawkesbury City Council



366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR

Phone: (02) 4560 4444 Facsimile: (02) 4560 4400 Email: council@hawkesbury.nsw.gov.au

## application/renewal/modification form for use of windsor mall

### FORM 1

(See also: **FORM 2 - Application for Busking in Windsor Mall**  
**FORM 3 - Activity and Safety Feedback**)

Office Use Only	
App. No:	
Date:	
Receipt No:	
App. Fee:	

Application is hereby made under Section 68 of the Local Government Act 1993 to use a portion of the Windsor Mall as a trading /activity area.

#### 1. APPLICANT DETAILS

Applicant(s) Name:

Business Name:

Business Address:   
Post Code:

Postal Address (if different to above):   
Post Code:

Telephone: (H)  (W)  (M)

Email:  Fax:

Preferred method of contact:  Telephone  Email  Mail  Fax

#### 2. DESCRIBE ACTIVITY (Attach separate sheet if needed)

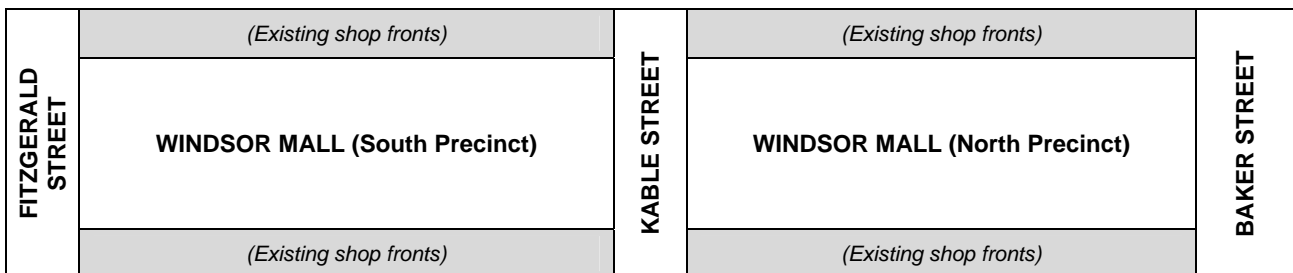
Type of business and product sold or event/activity proposed:

Is the business registered "Not for Profit"?  YES  NO

ACN:  ABN:

Operating Framework:  COY  INC  Association  Partner  Sole Trader

#### 3. SPECIFIC AREA WITHIN WINDSOR MALL PROPOSED FOR USE (Mark location with a box - )



Describe the space:

Approximate Street No. Ref:

Eg. In front of or near which shops?



## 4. ACTIVITY REQUESTED (Tick applicable box/boxes)

<input type="checkbox"/> Signage	<input type="checkbox"/> Entertainment / event	<input type="checkbox"/> Marketing
<input type="checkbox"/> Busking (Use separate form)	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Other - resource
<input type="checkbox"/> Display / Promotion	<input type="checkbox"/> Retail	<input type="checkbox"/> Raffle etc.

## 5. INSURANCE DETAILS

Public Liability Insurer:  Policy Number:

Policy Validity dates: From  /  /  To  /  /

Liability Limit (Value) - **Min requirement \$10 million.**  \$

*(Please attached copies)*

## 6. BOOKING DETAILS

Proposed commencement date of activity:

Proposed last date of activity:

Proposed time of activity each day:

Frequency (tick applicable box):

<input type="checkbox"/> Every day	<input type="checkbox"/> One off event as listed
<input type="checkbox"/> Once a week	<input type="checkbox"/> Other
<input type="checkbox"/> Once a month	

When do you require entry access? Day/Date:  Time:

When will you conclude activity and exit? Day/Date:  Time:

## 7. TEMPORARY STRUCTURES IN WINDSOR MALL AREA

(a) (i) Are you intending to use a temporary structure on the footpath?  YES  NO  
If NO, go to Item 8. If YES, continue.

(ii) Are you intending to use kiosk on rotunda?  YES  NO

(b) What type of temporary structure is it?   
Eg. Stall, A-Frame, table, shade, furniture

(c) Is the temporary structure to be used within the above (specified) Windsor Mall activity?  YES  NO

(d) Do you already have approval for the structure?  YES  NO  
If YES, provide Approval No.

If NO, have the necessary the documents been lodged?  YES  NO *(If NO, contact Council for the necessary forms etc.)*

(e) (i) Are you proposing to erect a banner which may be attached to buildings?  YES  NO  
If YES, please provide evidence of the Owners permission to erect a banner on the private property.

(ii) Are you proposing to erect a banner which may be free standing?  YES  NO



## 8. ATTACHMENTS

- (a) A colour photograph of the area proposed to be used for trading purposes.
- (b) A colour photograph, or brochure showing the temporary structure to be placed on the footpath (See Q7).

I / We agree to comply with all relevant conditions and procedures as detailed in this approval and Hawkesbury City Council's Windsor Mall Policy.

I / We hereby indemnify Hawkesbury City Council against all claims that may arise whether from negligence or otherwise as a result of my/our footpath trading activities within the road reserve at the location specified in this approval.

All applications shall be executed as indicated below by the applicant or in the case of joint applications, by each applicant.

### In the case of a Corporation (including Incorporated Association):

- 1. By signature of two persons authorised by the Corporation to bind it in contract.

### In the case of a Firm (including a firm trading under a business or trade name and partnership):

- 1. By signature of each proprietor of the firm; or
- 2. In the case of firms having more than five proprietors, by signature of proprietors authorised to bind the firm in contract. In the latter case, evidence of the authority of those proprietors to bind the firm may be required by the Principal.

Applicant(s) Signature:

Print Name(s):

Date:

Witness Signature:

Print Name

Date:

### WHAT DO YOU NEED TO RETURN TO COUNCIL?

- The completed and signed application / renewal /modification form.
- Current Certificate of Insurance for Public Liability (minimum value \$10,000,000) with the co-insurance clause.
- Your payment for fees as per Council's Fees and Charges.
- Any drawings, photographs and supporting documentation.
- Owners permission to erect banner on private property
- Drawing of banner/A-Frame