

PERMIT APPLICATION – RECREATIONAL TRADES (FITNESS OPERATORS) IN OPEN SPACE

Permits are valid for a period of twelve months.

Where there is high demand for particular locations, Council may assign trainers to specific areas of parks and reserves and/or conduct ballots for access to popular locations.

Name of applicant:	
Business name:	
Business Address:	
Phone:	
Mobile:	
Email:	
Is the business based in Darebin?	YES / NO (Please circle)

DESCRIPTION OF PROPOSED ACTIVITIES

PROPOSED RESERVE/LOCATION

PRIVACY STATEMENT The collection and handling of personal information is in accordance with Council’s Privacy Policy which is displayed on Council’s website and available for inspection at, or collection from, Council’s customer service centre/s.

PROPOSED ACTIVITY SCHEDULE

Please detail the proposed activities location(s) and times to be held during the permit period.

Activity	Location	AM		PM	
		Day	Time	Day	Time
e.g. Group Fitness	e.g. Jones Reserve	e.g. Saturday	e.g. 7 – 8am	e.g. Monday	e.g. 6 –7pm

AGREEMENT TO COMPLY

I/We agree to comply with the terms of the access permit and accompanying Conditions of Use.

Name:

Business Name:

Signature:

ADDITIONAL TRAINERS (IF APPLICABLE)

I/We agree to comply with the terms of the access permit and accompanying Conditions of Use.

Name:

Signature:

Name:

Signature:

CONDITIONS OF USE

Commercial health and fitness operators granted a permit to access public open space in Darebin must agree to abide by the following Conditions of Use.

1. Darebin Council may, at its discretion, restrict or prohibit activities undertaken by commercial fitness operators on public open space to preserve park and residential amenity, park conditions and participant and other park user safety.
- 2. Permitted Locations**
 - 2.1 Commercial health and fitness operators are permitted to conduct activities in the public open spaces nominated in Appendix 1. These locations will be regularly reviewed by Council and operators advised of any proposed amendments.
 - 2.2 Access may be subject to turf condition and impact of weather (e.g. drought or prolonged inclement conditions), maintenance requirements, temporary hazards and conflicting community events.
 - 2.3 Authorised Council Officers may request operators to leave or relocate where conditions are unsuitable or unsafe, or where non-permitted activities are being undertaken.
- 3. Access times**
 - 3.1 Activities are permitted:
 - Monday to Saturday between 6.00am and 8.30pm
 - Sunday between 7am and 8.30pm
 - 3.2 Activities involving amplified music or which generate noise emissions that do not comply with Environmental Protection Act 1970 (Victoria) are not permitted.
 - 3.3 Permit applications will specify session times and are valid for a period of twelve (12) months.
 - 3.4 Use of sporting reserves is permitted where there are no community-based sports activities taking place. Community-based sports activities will have priority to sporting reserves over commercial fitness activities.
- 4. Permanent and temporary infrastructure and signage**
 - 4.1 Temporary or fixed structures such as tents, marquees, shelters, exercise infrastructure, shipping containers, lighting or audio systems, barricades or fencing are not permitted to be placed or erected on public open space.
 - 4.2 Advertising signage, stakes, rope or tape may not be erected without written authorisation from Council and must comply with Council's Outdoor Advertising Policy.
- 5. Access to reserve amenities**
 - 5.1 Permits do not entitle holders access to sport pavilions, toilets, rotundas or shelters, sports lighting or on-site storage. Permit holders and their clients may access open public toilets when and where these are made available for use by the general public.
 - 5.2 Activities that obstruct key areas such as circuit paths, turf wicket tables, outdoor fitness equipment, memorials or statues, playgrounds, and picnic areas are not permitted
- 6. Risk Management**
 - 6.1 Areas where activities are to take place should be inspected by permit holders prior to the commencement of each session to ensure that there are no hazards. Any identified hazards should be reported immediately to Council Customer Service (Phone: 8470 8888) and activities moved to a safe location.

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- 6.2 Operators must give way to pedestrians and cyclists when moving groups through narrow areas such as footpaths, stairways, and cycle paths.
- 6.3 Operators should be aware that some reserves include dog off leash areas. These are identified in Appendix 1. Extra care should be taken when operating within or near these areas.
- 6.4 Permit holders must hold public liability to the value of \$20,000,000 and professional indemnity insurance coverage to the value of \$5,000,000. Certificates of Currency should name Darebin City Council as an interested party. Evidence of this must be provided at the time of application and whenever coverage is renewed for the duration of the Permit.
- 6.5 Fitness operators should have a pre-exercise screening system in place to ensure minimal risk to prospective participants.
- 6.6 Operators should be aware that automatic irrigation systems operate in parks and sporting reserves during hot and dry periods. Operators should take care not to impede watering operations. Ground watering may render turf areas damp, especially in early mornings. Care should be taken by operators with respect to safety when utilising recently watered areas.

7. Permit termination, suspension and/or amendment

- 7.1 Council officers will issue a written notice to the permit holder identifying any breach of the Conditions of Use and direct on-going compliance.
- 7.2 Council may cancel, suspend or amend a permit if it is satisfied a significant breach of the Conditions of Use has occurred or where a compliance notice has been disregarded.
- 7.3 Permits may be suspended or terminated in the event that a location becomes inaccessible or unsafe for an indefinite period due to unforeseen circumstances.

8. Assignment or transfer

- 8.1 Permits will be allocated to one trainer operating as a sole trader or multiple trainers employed or contracted to one business entity.
- 8.2 Permits are not transferable to any other person or organisation.
- 8.3 Where multiple trainers interchange in the delivery of classes, each must be listed on the permit application and be a signatory to the permit conditions.

Registration and accreditation

Evidence of current accreditation with Physical Activity (ex Kinect) Australia, Fitness Australia or other recognised body must be supplied with this application.

Permit fees

Permit fees apply only to Bundoora Park, Merri Park, and Oldis Gardens.

These reserves are designated Crown Land and subject to Tour Operator Licence Fees set by the Department of Environment and Primary Industries. For more information visit: www.depi.vic.gov.au.

Annual fees are due in advance upon application and operators are required submit quarterly attendance logs detailing visits for each session and total attendees each quarter.

Category	Fee inc. GST (from July 2015)
Annual fee – standard one year licence (Crown Land)	\$275.00

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APPLICATION CHECKLIST

Permit applications must include the following:

- A signed, completed application form,
- Certificate(s) of Currency for Public Liability for \$20,000,000 for each occurrence and Professional Indemnity insurance of \$5,000,000 coverage,
- Evidence of current registration and accreditation with Kinect Australia, Fitness Australia or other recognised institution,
- Applicable permit fee (for venues on designated Crown Land).

Permit applications will be assessed against the following criteria:

- Existing usage – the number of operators, the type, duration and intensity of activities at a particular location
- The number of participants and size of area proposed for activities
- The duration and intensity of activities planned to be undertaken
- Type of activity to be undertaken
- The size of the park or reserve proposed and the potential impact on neighbouring residents and park amenity
- Potential conflict with other activities or community events
- Evidence of insurances (Certificate of Currency), registration and accreditation (Kinect Australia, Fitness Australia or other recognised institution)
- Applicant's account and permit history (if applicable)

Approved operators will be issued a permit in the name of the applicant (person or business name) that will detail the terms of the permit including:

- Permit validity period and expiry date
- Type of activities to be undertaken
- Approved location(s) for activities to take place
- Number of sessions per week
- Date and session times
- Maximum participants per session
- Conditions of use

Return completed applications to:

Leisure Services

PO Box 91

PRESTON 3072.

Email: leisure@darebin.vic.gov.au

Appendix 1 – Permitted locations for health and fitness operators.

RESERVE	ADDRESS
All Nations Park (DOL)	Dennis Street Northcote
TW Andrews Reserve	Cuthbert Road Reservoir
Arch Gibson Reserve (DOL)	Dunne Street Reservoir
DR Atkinson Reserve (DOL)	Argyle Street Reservoir
CT Barling Reserve (DOL)	Plenty Road Reservoir
Batman Park	Separation Street Northcote
TW Blake Park (DOL)	Murray Road Preston
Bundoora Park (DOL)	Plenty Road Bundoora
AH Capp Reserve (DOL)	Halwyn Crescent West Preston
BT Connor Reserve (DOL) (excluding main pitch)	Broadhurst Avenue Reservoir
LE Cotchin Reserve (DOL)	Massey Avenue Reservoir
Darebin Parklands (DOL)	Separation Street Alphington
W Dole Reserve (DOL)	Dole Avenue Reservoir
JC Donath Reserve (DOL)	Harmer/Johnson Street Reservoir
Edwardes Lake Park (DOL)	Edwardes Street Reservoir
KP Hardiman Reserve (DOL) (excluding hockey synthetic)	Plenty Road Kingsbury
Hayes Park (DOL)	Flinders Street Thornbury
John Cain Memorial Park (excluding DISC, synthetic soccer pitches and soccer stadium)	Darebin Road Thornbury
John Hall Reserve (DOL)	Dunne Street Reservoir
Johnson Park	Bastings Street Northcote
CW Kirkwood Reserve (DOL)	Dunne Street Kingsbury
Mayer Park (DOL)	Normanby Avenue Thornbury
McDonnell Park (DOL)	Clifton Street Northcote
Merri Park	St Georges Road Northcote
JE Moore Park	Edwardes Street Reservoir
GH Mott Reserve (DOL)	Patterson Street Preston
Oldis Gardens	Westgarth Street Northcote
HLT Oulton Reserve (DOL)	Albert Street Preston
Penders Park (DOL)	Pender Street Thornbury
Pitcher Park (DOL)	Separation Street Alphington
Ray Bramham Gardens	St Georges Road Preston
Rubie Thomson Reserve	Separation Street Northcote
TA Cochrane Reserve (DOL)	Collier Street Preston
WH Robinson Reserve	Halwyn Crescent West Preston
W Ruthven (VC) Reserve (DOL)	Albert Street Preston
CH Sullivan Memorial Reserve (DOL)	Blake Street Preston
HP Zwar Reserve (DOL)	Jessie Street Preson

(DOL indicates that the reserve or areas within the reserve are dog-off-lead areas).