

**Public Property Local-Law No. 2 of 1998
 Application for Access onto a Reserve**

Please complete details below & allow **24 hours** for processing and advice of applicable fees required

1. Applicant to complete (fax to the City)

Name: **Permit Holder**
Note: Permit Holder is responsible for bond payment and conditions

Address: Phone:

Permission is requested for access through the public reserve at (name & location of reserve):

Between the hours of: On (date):

Vehicle/Equipment to be used on Reserve:

To undertake the followings works:
 (A map may assist)

* If a contractor is to be carrying out the works, the contractor's details are:

Name:

Address: Phone: Fax:

Vehicle/Equipment to be used on Reserve:

To undertake the followings works:

2. City of South Perth to complete

To: Parks Maintenance Supervisor or Streetscapes & Environment Supervisor (Please Circle)
 Has pre photo been taken: YES / NO (Please Circle)

Inspected by: Officers Name: Date:/...../.....

Access Charge: \$..... Non refundable

Site Bond \$..... Refundable

Key/s Bond Applicable: \$100.00..... Refundable

Site Inspection – for damage to parks Infrastructure:
 (Supervision/Administration Fees) \$122.00..... Non refundable

TOTAL FEES PAYABLE = \$ _____

3. Reserve assessment (City of South Perth)

Reinstatement Rates:

Day Labour as per Council reinstatement rates	\$
Plant as per Council reinstatement rates	\$
Materials at market rates	\$
Market rates for contractors and plant hire	\$
Total to be deducted from bond	\$ _____

Final Inspection by: Officers Name: Date:/...../.....

Key/s collected and given to: Officers Name:

Key/s returned to office and received by: Officers Name:

TOTAL FEES CHARGED \$

Total to be deducted from bond \$

TOTAL REFUND \$ _____

Refund amount paid: Yes/No

RESERVE ACCESS PERMIT

(To be displayed on vehicle dashboard at all times)

4. Cashier to fill out

Name: Permit Holder
Date of Application:/...../..... Resident/Contractor
Location: Hours:

5. Process

- Applicant can forward the application form in person or via email to enquiries@southperth.wa.gov.au
- City staff will advise the applicant of the charges applicable.
- Payment is to be made to the City's Cashier either via phone 9474 0777 or in person at the City of South Perth Civic Centre, Cnr Sandgate St & South Tce, South Perth to enable the keys to the reserve to be issued.
- Payment can be cheque, visa card, master card, Eftpos, or cash.
- Keys will not be issued until receipt of bond monies.
- The applicant will receive a permit which will only be valid when accompanied by a City of South Perth receipt.
- The permit is to be displayed on the vehicle dashboard at all times whilst on the reserve.
- When works are completed, contact the City on 9474 0777 to enable a site inspection to be carried out. Please quote application number.
- Costs to repair damage to the reserve will be recovered from bond monies held.
- City officers will advise you regarding the refund amount which will be posted to you.
- Refunds will not be forwarded until the keys have been returned to the City.

6. Reserve Access & Reinstatement Rates

Site Inspection – for damage to parks Infrastructure: (Supervision/Administration Fees)	\$120 (non-refundable)
Keys and Pass Bond:	\$100 (refundable)
Site Bond Applicable:	To be determined by City staff (refundable subject to reserve condition)
Access Charges:	\$.....
Residential Access fees:	
Car access	\$170.18 / day
Van or utility / trailer	\$180.31 / day
3-5 tonne Truck (no trailers)	\$288.71 / day
Building/Commercial Access fee:	
Car & trailer	\$180.31 / day
Utility & trailer	\$226.91 / day
3-5 tonne Truck (no trailers)	\$340.37 / day
>5 tonne Truck	\$577.41 / day
Bobcats & trailers	\$855.99 / day
Longer periods by negotiation	up to \$5,000.00