



# Annual Permit Application Form Foreshore & Park Commercial Recreation Activities

**Please return this form to:**  
Bookings and Events Officer  
City of Melville  
Locked Bag 1  
BOORAGOON WA 6954  
Fax: (08) 9364 0285  
melinfo@melville.wa.gov.au

**Please Print Information Clearly**

## APPLICANT DETAILS

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

ABN: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile)

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROPOSED ACTIVITY

Personal Training       Stand Up Paddle Boarding       Kayaking

Group Fitness       Kite Surfing

Other: \_\_\_\_\_

## VENUE (PLEASE INDICATE WHICH RESERVES / PARKS / GROUNDS WILL ARE REQUIRED)

### Sports Grounds / Reserves/ Foreshore Areas

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

## TRAINING DETAILS

Day(s) and time(s) required:

Monday \_\_\_\_\_ (start) to \_\_\_\_\_ (finish) \_\_\_\_\_ (venue)

Tuesday \_\_\_\_\_ (start) to \_\_\_\_\_ (finish) \_\_\_\_\_ (venue)

Wednesday \_\_\_\_\_ (start) to \_\_\_\_\_ (finish) \_\_\_\_\_ (venue)

Thursday \_\_\_\_\_ (start) to \_\_\_\_\_ (finish) \_\_\_\_\_ (venue)

Friday \_\_\_\_\_ (start) to \_\_\_\_\_ (finish) \_\_\_\_\_ (venue)

Saturday \_\_\_\_\_ (start) to \_\_\_\_\_ (finish) \_\_\_\_\_ (venue)

Sunday \_\_\_\_\_ (start) to \_\_\_\_\_ (finish) \_\_\_\_\_ (venue)



How many people will be attending each session (please tick)?

Up to 6

Up to 10

*Kite Surfing and Paddle Board operators are limited two instructors with four students at any one time.*

*Please note – once a permit is approved, any changes to the above details must be submitted in writing prior to effective date.*

### DOCUMENTATION

Current Senior First Aid Certificate? Yes  No

Public Liability Insurance Certificate of Currency? Yes  No

Professional Liability Insurance Certificate of Currency? Yes  No

Current Business Certificate (proof of ABN)? Yes  No

Registration with Peak Body (i.e. Fitness WA)? Yes  No

Risk Management Plan? Yes  No

Current Working with Children's Check (only applicable if you are working with children) Yes  No

Approval from the Department of Parks and Wildlife (DPAW) to operate on the river? (only applicable to foreshore bookings)

Currently under review with DPAW  Yes  No

*Please attach these documents to this application.*

*No application will be accepted or approved until all these certificates are presented to the City of Melville.*

### COMMERCIAL TRAINING CONDITIONS OF HIRE

**COMMERCIAL RECREATION ACTIVITIES ARE NOT PERMITTED IN A HIGH ACTIVITY AREA AND/OR CULTURAL ENVIRONMENTAL OR NATURAL SIGNIFICANCE AREAS. SPECIFIC AREAS WHERE THESE ACTIVITIES ARE PROHIBITED INCLUDE BUT ARE NOT LIMITED TO:**

1. Outdoor seating, sheds or benches
2. 20 metres from memorials
3. 20 metres from playgrounds or play equipment
4. 20 metres from any public changing rooms, toilet or kiosk area
5. 100 metres away from neighbouring residential property
6. 20 metres away from stairways and dual use pathways
7. 20 metres from any roads
8. 10 metres from touchline of organised sporting activities
9. Limestone caves and Rocky outcrops
10. Point Walter spit
11. Gazebos and shade shelters
12. Piney Lakes (Without specific permission)
13. Boat Ramps
14. Jetties
15. Vegetated Bushland or Foreshore Areas

### WHAT TYPE OF ACTIVITIES CAN BE CONDUCTED UPON PUBLIC OPEN SPACE?

16. Gym sessions (with or without weights [max 2KG], fitballs, skipping ropes etc)
17. Boxing and pad training
18. Organised aerobics activity



19. Yoga, Tai Chi and Pilates classes and like activity's
20. Circuit training
21. A combination of the above
22. Kite Surfing
23. Paddle Boarding
24. Kayaking

**WHAT TYPE OF ACTIVITIES CAN NOT BE CONDUCTED UPON PUBLIC OPEN SPACE?**

25. Aggressive and intimidating activities including excessively loud voice calls or instructions and the use of whistles.
26. Activities involving amplified music or amplified audio (voice) equipment.

**EACH TRAINER OR COMMERCIAL OPERATOR ISSUED WITH A PERMIT APPROVED BY THE CITY OF MELVILLE:**

27. Can only provide the activities for which they are suitably qualified and that have been approved by the City of Melville;
28. Can only operate in the areas and at the times specified by the City of Melville in the permit;
29. Shall manage the activities to minimize wear and tear on grassed areas (this includes rotating within the designated area and / or alternating activities);
30. Shall conduct activities away from environmental areas.
31. Shall not erect, hang or tie equipment from trees.
32. Shall comply with reasonable directions of City of Melville Rangers, Community Safety and Security Officers or Reserve Coordinators and other authorized Council officers in relation to resisting or any unacceptable practices.
33. Shall carry the issued permit and display evidence of the permit in the prescribed manner;
34. Shall prior to commencing static/grid training, inspect the immediate area to ensure no hazards are evident and take appropriate action to remove those hazards or alternatively move the training site and, without undue delay, report to the City of Melville the hazard or any other hazardous matters observed during the training that may require City of Melville's attention or the governing authority;
35. Acknowledges that the permit is issued to an individual without a right to assignment of the permit unless approved by the City of Melville in accordance with this condition of hire.
36. The hirer shall indemnify and keep indemnified the City of Melville from any claim or demand arising from or in relation to any act, omission, damage, loss, charge, liability, outgoing, payment, expense, cost or the like of any party.
37. The hirer shall not commence any action, notice, demand, proceeding or make any claim of whatsoever nature against or to the City of Melville and shall not hold the City of Melville liable for any loss, damage, charge, liability, outgoing, payment, cost or expense in relation to the hire or use of the facility.
38. Shall pay all statutory fees in advance as required;
39. Shall always conduct themselves in a proper and orderly manner and be considerate to other reserve users and adjacent residents when conducting training on public reserves;
40. Will conduct their activities so not to dominate, monopolize and/or obstruct any stairways or pathways;
41. Will not create any noise from training activities that unreasonably disturbs other users and adjacent residents;
42. Will not suspend boxing or kickboxing bags from trees and / or structures in the public reserves;
43. Shall ensure that any equipment used does not create any hazards or obstruction;
44. Ensure that any training group for which they are responsible, runs in single file when running in narrow areas;
45. Ensure that their clients do not step on or walk on or in any other way inappropriately use picnic tables and park furniture and shall leave the training area in the same condition it was at the commencement of training;
46. Shall ensure that the area is left (maintained) in a clean and tidy condition during and after use.
47. Shall take out and maintain in their name, for the duration of the permit, an approved public liability insurance for a minimum of \$10 million and produce documentary evidence of this at the time of



application;

- 48. Shall agree that, notwithstanding any implication or rule of law to the contrary, the City of Melville shall not be liable for any damage or loss that any trainer and their clients may suffer by the act, default or neglect of any other person or by reason of the City of Melville failing to do something on or to the public space used;
- 49. Is only authorized to provide the lesson/training sessions specified in their permit and must not sell clothing or equipment or refreshments or any other good, service or product;
- 50. Shall not display any advertising signage including banners or 'A' frame signs on Council's public reserves;
- 51. Shall not interfere with any Council approved or booked activity including but not limited to filming, commercial photography, wedding, birthday party, corporate BBQ, sport or sporting activity that is being carried out on any oval or reserve or part thereof and the trainer acknowledges that such a booking has priority over the trainer's use;
- 52. Is responsible for satisfying all occupational health and safety legislation and regulations;
- 53. Is liable for any fees or levies required by other public authority or statutory body.
- 54. Shall not allow any type of vehicle onto public open space at any time, including foreshores.
- 55. Where required obtain written approval form the Department of Transport – Marine Division, Swan River Trust, Department of Conservation and Land Management, Work Safe and/or other relevant statutory authorities.
- 56. A permit or renewal of a permit may not be provided if a similar business is operating in close proximity or the desired location is already heavily used by the general public or other community groups.
- 57. Approval to operate will be for 12 months, with no guarantee of renewal at the conclusion of the 12 month period.
- 58. The permit holder is to provide all necessary first aid and/or rescue equipment as required by the governing body of the relevant activity.
- 59. All equipment must be removed off site at the conclusion of each training session.
- 60. Permit holders will be aware that the location is not set aside for their exclusive use and must take note of the public and other activities. The permit holder must be aware of other users and give way to all other users at all times.
- 61. The activities must not in anyway obstruct/interfere with either vehicular, pedestrian traffic or native animals.
- 62. Kite Surfers are not permitted to fly kites over any vehicles, pedestrians or animals.
- 63. A permit holder must possess all necessary safety training as required by the governing body of the relevant activity.
- 64. This permit only approves activities on City of Melville land. Where an activity is being conducted on City of Melville land and neighboring areas, separate approvals may be required. I.E Swan River Trust, neighboring local authorities. The applicant is responsible for obtaining approvals as required for any activities held in neighboring areas.
- 65. String, lines &/or ropes are not permitted to be strung out (placed) along the foreshore.

**DECLARATION**

I have read, understand and agree to abide by the Conditions of Hire.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PAYMENT CAN NOT BE MADE WITH THIS FORM  
ONCE APPROVED, YOU WILL RECEIVE AN APPROVAL LETTER AND A TAX INVOICE  
COMPLETING THIS APPLICATION DOES NOT GUARANTEE APPROVAL**