



# Permit for Publicity and Promotional Events

North Sydney Council is responsible for ensuring promotional activities are conducted safely and with minimum impact on local businesses and traffic flow.

Examples: Promoting a movie/magazine/drink/vehicle (includes handing out free samples/merchandise).

N.B.: Food products must be hermetically sealed, listing all the ingredients and include a use by date.

To apply for a permit you will need to:

- complete sections 1 to 5 of this form and return it to North Sydney Council
- supply a copy of your Certificate of Currency

Lodgement may be made:

**In Person:** 200 Miller Street, North Sydney NSW 2060

**By Post:** PO Box 12, North Sydney NSW 2059

**Email:** Bookings@northsydney.nsw.gov.au

For more information: (02) 9936 8200 or (02) 9936 8427

**Absolute minimum of two (2) working days' notice**

## **FEES FOR 2025-2026** (applicable until 30/6/2026)

Lodgement Fee (Per Location/Per Day) .....	\$335.00
Per Hour (Min 1 Hour) .....	\$329.00
Half Day (Max 4 Hours) .....	\$1,213.00
Full Day (Max 8 Hours) .....	\$2,429.00
Late Application Fee (Within 2-5 working days of the event) .....	\$664.00
Plant Permit Fee - Per Vehicle Per Day (Application Fee) .....	\$700.00

### **Amendments**

If your application needs to be amended after it has been approved (in writing), an Amendment Fee of \$85.00 will apply.

### **Cancellations**

Lodgement Fee / Late Fee / Amendment Fees are non-refundable.

### **Wet Weather**

Include an alternative wet weather back-up date at the time of lodging your application (refer Section 2, page 2).

If it rains on the day of your event, you are required to contact Council immediately (in writing) to advise the event is unable to proceed.

### **Insurance**

All applications must include a Certificate of Currency for Public Liability. The Certificate of Currency must include:

- Name of the insured (the permit will be issued in the name of the insured)
- Amount insured (minimum \$20 million)
- Policy must be in Australian dollars (AUD)

### **Notification Letter**

Depending on the location and the nature of the event, a resident/business notification letter may be required.

**For further conditions/restrictions refer to the Terms and Conditions for Publicity and Promotional Events.**

**SECTION 1 - APPLICANT'S DETAILS**

Organisation Name:	ABN (if applicable):
Contact:	Position:
Business Address:	
Telephone (during business hours):	Mobile:
Email:	
Site Contact (during event):	Mobile:

**SECTION 2 - LOCATION OF PROMOTIONAL ACTIVITY**

Street Address/Park/Reserve:	
Date Required:	Wet Weather / Back-Up Date:
Time* From:	To:

\* The activity is only permitted during the period specified in the permit.

**SECTION 3 - DESCRIPTION OF PROPOSED ACTIVITY**

Description:					
No. of People at location:					
If you answer 'yes' to any of the following questions additional information will be required.					
Will local residents be affected?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Will amplification be required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will merchandise be distributed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Will food and/or beverages be served?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will there be any temporary structures (incl. stage, marquee, displays)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Is this event for the purposes of fundraising?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will prizes be awarded?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Will items be sold?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will this event be advertised	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

**SECTION 4 - PARKING**

In some instances, applicants will need to park an 'essential' vehicle close to the 'event.' A 'Plant Permit' will enable the 'essential' vehicle to park longer than the signage / parking meter. A traffic guidance scheme will also be required if the road needs to be closed (for more information see Terms and Conditions).

Vehicles will be parked on Street/Road:

No. of Spaces:

Start Date:	Time:	Finish Date:	Time:
Will pedestrians be affected: <input type="checkbox"/> YES <input type="checkbox"/> NO		Will road need to be closed: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Vehicle Registration	Vehicle Description	Meter Number	Bay Number

If more than 6 parking permits are required, please photocopy this page and complete for additional vehicles.

**SECTION 5 DECLARATION**

**POLICE APPROVAL**

Written Police approval is required for all activities involving plant permits.

Harbourside Area Command requires a minimum of 3 days' notice. Telephone: (02) 9969 1933, Facsimile: (02) 9969199.

I have received approval from the Traffic Sergeant of the Traffic Section of Harbourside Area Command.

I undertake to comply with the conditions and requirements of Workcover Authority NSW and Council Crane Policy that apply to this application.

I agree to make safe the footpath and roadway during and after completion of the event.

I agree to abide by the conditions of this permit and understand that the permit can be cancelled if I fail to do so. I declare that my public liability insurance indemnifying Council in the event of any claim arising from my use of this site is current and effective.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**INDEMNITY**

Name: \_\_\_\_\_

(referred to hereafter as the Permit Holder)

holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PRIVACY AND PERSONAL INFORMATION**

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

I have read and understand the Privacy Statement

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

I have read the Terms and Conditions relating to Publicity and Promotional Events and agree to comply with the conditions stated.

I understand that this permit is non-transferable and that a copy of the permit is to be presented to North Sydney Council Rangers and Officers upon request. Failure to comply will result in an order to cease the activity immediately and to leave the area.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 6: SERVICE PROVIDERS****Service Provider's Indemnity and Certificate of Currency Details**

This form needs to be completed by each **paid** service provider you have engaged in conjunction with your event.

**N.B.** A separate form is required for each service provider. If there are several providers in the one group and they are not covered by a group policy, then each member will need to complete a separate form.

Name of Applicant who has been issued with a Permit:

Venue:

Date of Event:

Name of Service Provider:

Nature of Service to be Provided:

I/We,

the service provider hold North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the service provided and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed:

Date:

Email:

Mobile:

**Certificate of Currency Details:****Insurance Details**

Complete this form, giving details of your public liability insurance.

**Insurance Information**

I hereby declare that I (name of applicant)

as permit holder am insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$20 million (AUD).

Name of Insurance Company:

Public Liability Policy No:

Period of Insurance from:

to:

Limit of Indemnity: \$

Location: Anywhere in the North Sydney Council area

Cover: The Insured's legal liability to the public in respect of personal injury and property damage

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

This insurance includes the cross liability clause:

Signed:

Date:

**N.B.** A copy of your Certificate of Currency **must** be provided to Council before a permit is issued.

<b>FOR COUNCIL USE</b>			
Promo Code: 60010.3160.083	Park Bond: 82500.9103.950	Parking Code: 60010.3160.083	
Correspondence No.	Booking No	Promo No. /	
Lodgement Fee: \$335.00	Receipt No.	Date:	
<b>Balance: \$</b>			
Hourly Fee: \$329.00 x \$			
Half Day Fee: \$1,213.00 \$			
Full Day Fee: \$2,429.00 \$			
Late Fee: \$664.00 \$			
Bond: No. \$			
Standing Plant \$700.00 x \$			
Other: \$ \$			
<b>Total:</b> \$			
Amount Paid: \$	Receipt No.	Date:	
Amendment Fee: \$85 \$	Receipt No.	Date:	
Other: \$	Receipt No.	Date:	
EPS10, EPS35			

## APPLICATION FORM



### BOND LODGEMENT

**Bond Refunds (if applicable):** Refunds can only be refunded into a bank account (ie not directly back into a credit card)

#### Applicant

Company Name / Individual:

Address:

ABN:

Contact No:

Email address for remittance advice:

#### Category

- ☐ DA Bond/s      ☐ Carpark Debtor Account      ☐ Bookings      ☐ Advertising Permit  
☐ Contract      ☐ Access Council Property      ☐ Other (Please provide details) .....

#### Banking Details for Refund

I authorise the bond money to be refunded to bank account listed below

Name: ..... Signature: ..... Date.....

Account Holder Name(s):

BSB Number:

Account number:

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*I have read and understand the Privacy Statement*

Signed: ..... Date.....

#### Bond Details (Office Use)

Name:

Bond Type:

Trust ID:

Amount:

Property Address:

Bond Description:

DA Number / Reference Number:

Entered By:

Memo Added to Authority:

Date Bond Received:

Receipt Number:

**Finance / NAR Office Use:**

Check employee/company/individual has a creditor account already? Yes-update No- Create