

Application for a Public Places Permit



Please allow 14 working days for processing.

Public Liability Certificate *must be* provided with this application form (minimum \$10 million).

SECTION 1

APPLICANT DETAILS

Organisation:

Surname: Given Name/s:

(If the applicant is an organisation then the representative must provide their details)

Mobile: Other Phone:

Organisation/Residential Address:

Postal Address:

Email:

SECTION 2

EVENT/ACTIVITY DETAILS

Tell us about your event/activity:

For larger events please include a detailed program with dates, times and all locations.

Dates & Time: Please include the days and hours you require to set up prior to the event/activity and to break down after the event/activity.

Date From:	<input type="text" value="Day/Month/Year"/>	Date To:	<input type="text" value="Day/Month/Year"/>
Time From:	<input type="text"/>	Time To:	<input type="text"/>

LOCATION/S: (Select all required locations or complete a list under Other Location/s)

Civic Centre Lawns:

Chamber Lawns:

Snow Kenna Park:

Todd Mall:

(08) 8950 0500
alicesprings.nt.gov.au

Todd Mall - Uniting Church Lawns:

For Uniting Church Lawns bookings, please obtain permission from the Uniting Church prior to your event/activity and attach confirmation to this application.



Uniting Church Lawns consists of the following:

- In front of the Op Shop and in front of Adelaide House
- In-between Adelaide House and the Uniting Church
- At the back of the Church and Adelaide House

Contact Details for the Alice Springs Uniting Church:

Postal: PO Box 6, Alice Springs NT 0871

Phone: (08) 8952 1856

Physical Address: 52 Todd St, Alice Springs NT 0870

Email: admin@aliceunitingchurch.org.au

Todd River Bank alongside Leichhardt Terrace directly north of the Leichhardt Terrace public toilet:

(This is the only available site in the CBD for Travelling Carnivals)

Other Locations (Please list below):

SECTION 3

OTHER

POWER: A **Key Request Form** must be completed for access to power to the below locations.

Civic Centre Lawns:

Chamber Lawns:

Snow Kenna Park:

Leichhardt Terrace:

There are power points in the Todd Mall that can be accessed without a key.

PUBLIC TOILETS: Public toilets are available Monday to Friday 8am to 5pm & 9am to 4pm on weekends and public holidays. Civic Centre Toilets are closed Christmas Day and Good Friday.

After Hours access to the Civic Centre Public Toilets requested. A Council Staff member will be required to oversee the facility after hours. A fee will be incurred. Council will inform you of this fee upon application.

After Hours access to the below Public Toilets will require a **Key Request Form** to be completed:

(Select all required locations)

Snow Kenna Park:

Leichhardt Terrace:

Araluen Park:

SECTION 4

TO BE SIGNED AND DATED BY APPLICANT

Signature: _____
(Signature of Applicant/Organisation Representative)

Date: _____

(08) 8950 0500
alicesprings.nt.gov.au

SECTION 5

SUBMITTING THE APPLICATION

Please submit your completed form with any additional paperwork requested:

- In person to – Civic Centre Reception, 93 Todd Street, Alice Springs NT 0870
- By email to – astc@astc.nt.gov.au
- By post to – Alice Springs Town Council, PO Box 1071, Alice Springs NT 0871
- By fax to – (08) 8953 0588

SECTION 6

FOR OFFICE USE ONLY

Responsible Officer:

Approved:

Not Approved:

Comments:

Signature of RO: _____

Date: _____

Processing Officer:

In Calendar:

On Spreadsheet:

Permit Number:

Notified Applicant on:

Fee: \$

Receipt Number:

1. Comply with:

- Alice Springs (Management of Public Places) By-Laws 2009 and any other By-Law pertaining to the permitted activity.
See - <https://alicesprings.nt.gov.au/governance/documents/by-laws>
- Northern Territory Traffic Regulations, Northern Territory Traffic Act and Australian Road Rules and any other Northern Territory legislation that applies to the permitted activity.
See - <https://legislation.nt.gov.au/>
- Northern Territory legislation that applies COVID regulations, restrictions and requirements.
See - <https://secure.nt.gov.au/>

2. For fees: <https://alicesprings.nt.gov.au/community/residents-info/fees>**3. Alcohol consumption is not permitted in Public Places, unless all relevant permits have been obtained and approved.****4. That Council reserves the right to vary or revoke this permit at any time.****5. Forms can be found on the Alice Springs Town Council website:**

<http://alicesprings.nt.gov.au/services/forms>

6. Travelling Carnivals – additional conditions:

- The permit can be issued for 3 calendar weeks.
- The only site available for Carnivals in the CBD is on the Todd River Bank, alongside Leichhardt Terrace, directly north of the public toilet. The site has access to the public toilet and three phase power. Only one caretaker caravan is permitted on the site during the validity period of the permit.
- The caretaker must provide their own water source.
- The caretakers van is required to collect and dispose of waste grey water into the public toilet system.
- If a toilet key is required for after-hours use for the Carnival and personal use, the permit holder is responsible to monitor, maintain and secure the toilets after hours.
- Costs for Carnivals:
 - To conduct a public meeting, entertainment activity, and organised recreation fee per day will be charged. Full payment required in advance of the activity dates.
 - Key deposit & Cleaning deposit

If you cannot provide a fixed address for the refund cheque for the deposits then credit card details must be left on payment of the fee for the event. The site, toilets and keys will be inspected on or the day after departure and if the site and toilets have been left in an unacceptable state and/or damaged, and if the keys have been damaged or not returned any and all fees associated will be deducted from the credit card.