

Accessing City Public Open Space Application

Please complete this form and submit to:

City of Joondalup

PO Box 21

Joondalup WA 6919

Email info@joondalup.wa.gov.au or deliver it to a City of Joondalup Customer Service Centre.

Applicant Details	
Property Owner:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Name:	
Address:	
Phone No:	Mobile:
Email:	
Residential Address (if different from above):	

If a contractor will be accessing the park for the applicant:

Contractor Details	
Name:	
Address:	
Phone No:	Mobile:
Email:	

Access Details (this section must be completed in full)	
Park Name:	
Address of property to be accessed:	
Purpose of access:	
Type of vehicle:	
Date required from: / / To / / (maximum 30 calendar days)	

Declaration	
I have read, understood and agree to the Terms and Conditions of Access to City Public Open Spaces.	
Name:	
Address:	
Date:	
Signature:	

For office use only		
Copy of ID – WA Drivers Licence		
Date sighted:	/ /	<input type="checkbox"/> Copy attached
Key #:	ARs #:	TRIM Ref:

Accessing City Public Open Space Application (Banking)

Bank Account Details for Public Open Space Access Bond Refund – Infrastructure Services

If you would like to have your bond returned to you via Electronic Transfer directly into your bank account please complete the following details, sign and return to City of Joondalup Customer Service Centre

Full Account Name:

Branch and Bank:

BSB Number:

Account Number:

Email:

Contact telephone:

Client Signature

Date:

Signed City of Joondalup

Name:

(please print name)

Signature:

Date:

Accessing City Public Open Space Application (Terms and Conditions)

Terms and Conditions

Application

- All applicants must be aged 18 years or over (proof of ID will be required)
- The Access to Public Open Space application form must be completed and returned to the City 10 days prior to access
- All applications will be assessed and determined once full details of the requested information have been provided
- The City's decision to either approve or decline access to a Public Open Space is final

Bond

- A bond is payable following City approval for access to the Public Open Space
 - Please refer to the latest City of Joondalup schedule of fees and charges on the City's website – www.joondalup.wa.gov.au
- The bond will be refunded by cheque or Electronic Transfer into a nominated account to the person whose name appears on the bond receipt once:
 - The Public Open Space is returned to the original condition as that prior to the access being granted and as determined by the City
 - The original key is returned in good condition

Keys

- Keys are available for collection from the City's Customer Service Centres following approval:
 - Joondalup Administration Building
90 Boas Avenue Joondalup
Mon – Fri 8.30 – 5.00 (payments accepted up to 4.30pm)
 - Whitfords Customer Service Centre
15 Banks Avenue Hillarys (same building as Whitfords Senior Citizen Centre and Whitfords Library)
Mon – Fri 9.00 – 5.30 & Sat 9.00 – 1.00 (payments accepted up to 4.30pm and 12.30 Saturdays)
 - Craigie Customer Service
Craigie Leisure Centre Whitfords Avenue Craigie
Mon – Fri 8.30 – 5.00 (payments accepted up to 4.30pm)
- Access is available for a maximum of 30 days from receipt of key. If access to a Public Open Space is required for a longer period, an extension must be requested
- Keys must be collected by the nominated date, if keys have not been collected by this date a new application must be submitted (to ensure the access is not granted to another party)
- Keys must be returned by the nominated return date (to allow for an inspection of the Public Open Space)
- Keys must not be copied or passed onto any third party
- A fee will be withheld from the bond for the replacement of any lost or damaged keys

Condition of the Public Open Space

- A pre and post access site inspection will be conducted by the City
- The condition of the Public Open Space is to be returned to the same pre-access state
- The applicant may be held liable for any damage to the portion of the Public Open Space being accessed
- The City is not responsible for any interruption/damage caused by a third party
- All access gates and barriers must remain closed at all times.
- Any cost for damages will be deducted from the applicant's bond, in full or in part
- Should damages exceed the bond paid, the City may seek further reimbursement for the damages from the applicant
- No items must be stored on City Public Open Space
- The Public Open Space is to be kept in a safe and tidy manner at all times