

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 the City of Joondalup Customer Care Centre.

Please note that refunds can only be paid to the bond payer. Please ensure the bank account name and/or details provided match those on the bond receipt issued at the time of payment.

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 P.O.S. for the applicant:

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

Access details (this section must be completed in full)	
Park name/location:	
Address of property to be accessed:	
Purpose of access:	
Type of vehicle/plant/machinery:	
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:

/ /

Copy attached

Key #:

ARs #:

TRIM Ref:

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 joondalup.wa.gov.au
- The bond will be refunded by Electronic Transfer (please complete Application for Electronic Funds 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 Customer Service Centre**
90 Boas Avenue, Joondalup
Monday – Friday 8.30am – 5.00pm (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
- Site-specific pedestrian management may be required
- The Public Open Space is to be kept in a safe and tidy manner at all times