Low Impact Permit Form

## How it works

* This form is used to submit an application to obtain a permit for low impact activation on a Sydney Harbour Federation Trust (Harbour Trust) site.
* Your application form needs to be submitted a least 14 business days in advance of the activity taking place.
* Your activity will be assessed based on the information you provide in this form.
* Please read the terms and conditions (at the end of this form) before completing your application.
* Bookings are not confirmed until full payment has been processed via the credit card details provided and you have received a booking confirmation email containing a co-signed permit from the Harbour Trust.
* If your application is accepted, you must comply with the terms and conditions in conducting the Event and making use of the Venue.

## How to apply

* Please complete this form and lodge your completed application via email to licensing@harbourtrust.gov.au
* Upon submitting your application, you will receive a response in 5 working days.

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| APPLICANT DETAILS |
| ORGANISATION: | Click to enter text. | ABN/ACN: | Click to enter text. |
| POSTAL ADDRESS: | Click to enter text. |
| CONTACT NAME: | Click to enter text. | POSITION: | Click to enter text. |
| PHONE NUMBER: | Click to enter text. | MOBILE NUMBER: | Click to enter text. |
| EMAIL: | Click to enter text. | WEBSITE: | Click to enter text. |

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| ACTIVITY DESCRIPTION |
| Please tick the boxes that best describe your activity: |
| [ ]  Private function[ ]  Sporting Event[ ]  School Group[ ]  Ticketed Event | [ ]  Public Event[ ]  Student Filming/Photography[ ]  Media Launch[ ]  Fitness Class/Group | [ ]  Community Event[ ]  Low Impact Filming/Photography[ ]  Other (please specify):Click to enter text. |
| Please describe your proposed event in more detail:Click here to enter text. |

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| ACTIVITY DETAILS |
| NAME OF EVENT/ ACTIVIATION: | Click to enter text. |
| EVENT/ACTIVATION BUMP IN:(if applicable) | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| EVENT/ACTIVATION START DATE: | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| EVENT/ACTIVATION END DATE: | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| EVENT/ACTIVATION BUMP OUT:(if applicable) | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| TARGET AUDIENCE: | Click to enter text. | NUMBER OF GUESTS | # |
| EVENT OVERVIEW: | Click to enter text. |
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| FOR FILMING/PHOTOGRAPHY PRODUCTIONS ONLY: |
| NUMBER OF CREW: | # | NUMBER OF TALENT: | # | NUMBER OF VEHICLES: | # |

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| LOCATION/VENUE REQUESTED |
| SITE/VENUE LOCATION: | Click to enter text. |
| Location (please tick requested outdoor site) |
| [ ]  Cockatoo Island[ ]  Headland Park, Mosman[ ]  North Head Sanctuary, Manly | [ ]  Sub Base Platypus, North Sydney[ ]  Macquarie Lightstation, Vaucluse[ ]  Woolwich Dock and Parklands |
| INDOOR VENUE: |
| Please advise of your indoor venue requirements and we will confirm availability |
| Click to enter text. |

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| EQUIPMENT |
| The Applicant is required to list all equipment associated with the Activity: |
| Click here to enter text. |

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| DOCUMENTATION REQUIREMENTS |
| ESSENTIAL DOCUMENTS: |
| [ ]  Public Liability Insurance (Certificate of Currency – AUD$20 million minimum coverage noting “Harbour Trust” as interested party)[ ]  Site Induction Form (forwarded as a separate document if application is approved)Please email a copy of the above documents to licensing@harbourtrust.gov.au  |
| ADDITIONAL DOCUMENTS REQUIRED WHERE RELEVANT: |
| [ ]  Risk Assessment[ ]  Site Plan[ ]  Workers Compensation Insurance | [ ]  Production Schedule/Runsheet[ ]  Food & Beverage Plan[ ]  Activity Management Plan |

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| FEES AND CHARGES\* |
|  | RATE PER DAY (PLUS GST)(10 hour period between 8am-6pm) | BOND (GST EXEMPT) |
| VENUE HIRE |  |  |
| Outdoor – Event days | $500 | $0 |
| Outdoor – Bump in/out days | $200 |  |
| Indoor – Event days | $1,000 | $1,500 |
| Indoor – Bump in/out days | $500 |  |
| FILMING AND PHOTOGRAPHY |  |  |
| Student | $0 | $0 |
| Shoot Days | $375 | $0 |
| Bump in/out days | $150 |  |

Not for Profit or community organisations may be eligible for a discount to advertised rates. Please contact the Harbour Trust for more information.

\*Note: Fees and Charges may differ to the above depending on your activity and requirements. Your application will be assessed, and a quote provided.

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| CANCELLATIONS |
| Cancellations are only accepted, in writing, up to 7 days prior to the booking date and all refunds are subject to a $250 administration fee.  |

## Payment

* In order to lodge your application, please fill out the following payment details
* American Express cards are not accepted

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| CREDIT CARD  |
| NAME ON CARD: | Click to enter text. |
| CREDIT CARD TYPE | [ ]  Mastercard | [ ]  Visa |  |
| CREDIT CARD NUMBER: | Click to enter text. | EXPIRY DATE | Click to enter a date. |
| TOTAL AMOUNT | $ Click to enter text. |
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| DECLARATION |
| * I authorise my credit card to be charged the full Venue Hire Fee
* I am aware that the supplied credit card may be used to reimburse the Harbour Trust for any damages, including cleaning or rubbish removal from this period of Hire. The Harbour Trust will advise before charging the card
 |
| CARDHOLDER’S SIGNATURE: |  | DATE: | Click to enter a date. |

## Collection and use of personal information

* The information provided in this form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.
* The Harbour Trust will keep the application in a register that may be viewed by the public. Please contact the Harbour Trust if the information you have provided in your application is incorrect or should be amended.
* By completing this form, you agree to provide the Harbour Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.
* The Harbour Trust complies with the Australian Privacy principles under the Privacy Act 1988. More information on how we manage privacy is available on our website harbourtrust.gov.au.

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| I have read, acknowledge, and agree to comply with the conditions of use and terms and conditions provided in this application: |
| APPLICANT NAME: | Click to enter text. | APPLICANT SIGNATURE: |  | DATE: | Click to enter a date. |

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| On behalf of the **Sydney Harbour Federation Trust:** |
| NAME: | Click to enter text. | SIGNATURE: |  | DATE: | Click to enter a date. |

## Low Impact Permit Terms and Conditions

### Right to conduct Activity

1. Subject to the payment of the Fees; and Bond (if required) and acceptance of the Documents by the Harbour Trust, this permit is valid for undertaking the Activity at the Venue between the Bump in Date and the Bump out Date.
2. This permit does not warrant exclusive use of Venue. Restriction on public use and access to the Venue including through signage, fencing, etc. is not permitted.
3. Inspection of the Venue and adherence to the terms and conditions as set within this permit.

### Use of Venue

1. Use of the Venue is at your own risk. The Venue is to be used for the Activity only.
2. The Harbour Trust makes no representation nor gives any warranty that the Venue will be suitable for the Activity. You must make your own enquiries in relation to the suitability of the Venue, for the Activity and will not require the Harbour Trust to provide or procure any additional goods or services which might be necessary or expedient for the Activity.
3. Attachment of decorations or signs to any buildings or any other fixed structures at the Venue is not permitted.
4. You take the Location in its state of repair, cleanliness, and condition at the time of the Bump in Date.
5. You must ensure that the Venue will be protected from any damage. Any damage to the Venue (including but not limited to buildings, heritage sites, flora and fauna, or walkways) will be restored to the Harbour Trust’s satisfaction at your cost. If you fail to comply with this obligation, the Harbour Trust may rectify the damage at your cost. The Harbour Trust may access the Bond for this purpose. Any outstanding cost will be a debt due to the Trust from You.
6. At the end of each day of the Activity and on conclusion of the Activity the Venue must be left clean and tidy with all waste removed and disposed of responsibly. If the Harbour Trust incurs cleaning costs as a consequence of your failure to comply with this obligation you will reimburse the Harbour Trust for the costs it incurs, which can be deducted from the Bond.

### Conducting of the Activity

1. You must conduct the Activity in an orderly manner in full compliance with the documentation submitted and approved. This will include but not be limited to maintaining reasonable noise levels, adhering to the WH&S regulations of the Harbour Trust, adhering to smoking legislation, etc.
2. You and your guests must comply with all relevant laws, statutory and regulatory requirements including the Sydney Harbour Federation Trust Act 2001 and Sydney Harbour Federation Trust Regulations 2021, which can be found at harbourtrust.gov.au. You must also comply with any relevant Harbour Trust Policy advised from time to time.
3. The use of confetti, rice, candles, or open flame devices is prohibited.
4. Noise from the Activity must not disturb or inconvenience any other events, visitors, commercial or residential tenants of the Venue.
5. One 3m x 3m pegged (up to 20cm depth) or weighted structure such as a gazebo, marquee or similar is permitted.
6. You must at all times make your employees, contractors, agents, and guests aware of the potential dangers of the Venue and be responsible for the conduct of your employees, contractors, agents and guests attending or participating in the Activity.

### Indemnity and insurance

1. The Harbour Trust does not take responsibility for loss, theft, cost, expense, or damage arising directly or indirectly from use of Venue or the conduct of the Activity.
2. You indemnify and keep indemnified the Harbour Trust against any damage, expense, loss, or liability suffered or incurred by the Harbour Trust regarding damage to the property of the Harbour Trust arising from or connected to your use of the Venue of conduct of the Activity.
3. You indemnify and keep indemnified the Harbour Trust against any claims or liability the Harbour Trust incurs due to injury or death to persons or damage to property arising from or connected to your use of the Venue of conduct of the Activity.
4. Your liability pursuant to the indemnities given above shall be reduced to the extent that the negligence of the Harbour Trust contributed to the damage, injury or death.
5. You must provide the Public Liability Insurance for the duration of the Activity and provide the Harbour Trust with evidence of this with this application.
6. The Licensee will be responsible for all costs associated with wet or adverse weather including any costs associated with a change of venue or change of event date and transport of its property (or any third-party property used by the Licensee) to and from the Licensed Area. The Licensor will not be liable for any costs or losses incurred by the Licensee as a result of wet or adverse weather.

### General Matters

1. The Applicant and guests must comply with all relevant laws including the *Sydney Harbour Federation Trust
Act 2001* and *Sydney Harbour Federation Trust Regulations 2021* which can be found at harbourtrust.gov.au.
2. You must comply with all directions of the Harbour Trust in your use of the Venue and the conduct of the Activity including directions regarding security, work health and safety.
3. At its discretion, the Harbour Trust reserves the right to cancel this permit at any time.
4. Cancellations are only accepted, in writing, up to 7 days prior to the booking date and all refunds are subject to a $250 administration fee.
5. Parking at Harbour Trust sites is limited and unreserved. It is the responsibility of the Applicant to organise parking for the activity location. Group transport must be arranged for activities exceeding 40 people due to limited spaces.
6. The Harbour Trust reserves the right to take photos of your Activity, and to use them for internal and marketing purposes.
7. The Licensee must not cause or allow an animal to enter or remain on Trust owned land unless the animal is an assistance animal that is being used by a person with disability and is at all times restrained on a lead or by other reasonable means.
8. The Bond (or so much as is unacquitted by the Harbour Trust in accordance with these terms and conditions) will be returned to you after the Bump out Date in relation to work health and safety including, without limitation, the Work Health and Safety Act 2011. When using the Licensed Area, the Licensee must comply with all reasonable directions and procedures relating to work health and safety (including the Licensor's smoke-free workplace policy) and security in effect at the Location or in regard to the Location, as notified by the Licensor.
9. In this permit:
	1. ‘Activity’ means the activity detailed in the Application;
	2. ‘Bond’ means the amount detailed in the Application, to be provided by credit card to the Harbour Trust;
	3. ‘Bump in Date’ means the date detailed in the Application;
	4. ‘Bump out Date’ means the date detailed in the Application;
	5. ‘Documents’ means the documents detailed in the Application to be provided to the Harbour Trust before the Bump in Date;
	6. ‘Fees’ means the Fees detailed in the Application;
	7. ‘Public Liability Insurance’ means the insurance detailed in the Application.

## Additional site-specific terms and conditions

### For Cockatoo Island

1. Passengers may disembark at the nominated public wharves, but private water transport must not interfere with public ferries or other vessels using these wharves. Short-term berthing for vessels up to six metres is available for hire on Cockatoo Island. Please visit [cockatoomarine.com.au](http://www.cockatoomarine.com.au/) for more details. Vessels may not wait or berth at the public wharves under any circumstance to prevent interference with other users. Fines may apply.
2. Cockatoo Island contains trip hazards and stairs, and a steep incline to the plateau of the Island. The Applicant must make own arrangements to get around the Island.

### For North Head Sanctuary

1. The Location is home to an endangered population of the Long-nosed Bandicoot. which is a small nocturnal marsupial. Protection of these species provides responsibilities for both visitors and residents of the Licensor. The permit holder must:
	1. Be aware of these threatened species;
	2. Other animals are not permitted;
	3. Ensure all vehicles are legally parked in allocated parking spaces;
	4. Bandicoots are active after dark and may be under cars or on roads. Please check around cars before driving, take care and drive slowly in and out of the North Head. Please adhere to all signage;
	5. Report any sightings of foxes, stray cats or dogs to the National Parks & Wildlife Service (NPWS)
	(9977 6732 - office hours)
	6. Report any injured or dead bandicoots to the NPWS (9977 6732 - office hours).
2. Bush or grass fires are a key site hazard at North Head Sanctuary. If there was an emergency on the day of or during your activity, raise the alarm by calling Triple 000 (000) or contacting Harbour Trust Rangers/Security. Follow all directions by authorities.
3. Please note the NPWS gate on North Scenic Drive is open 06:00-18:00 during winter months and 05:00-20:30 during summer months.

### For Georges Head Lookout, Mosman

1. Public access to the circular stone platform, walkway, steps and gun emplacements must be maintained at all times. Activities may not take place on the circular stone platform.
2. The permit holder is prohibited from covering the grills at Georges Heights Lookout.

### For Sub Base Platypus

1. The site is generally a pedestrian priority zone, with Platypus Lane designated as a shared zone.
2. The driving of vehicles on the wharf is not permitted.
3. Sub Base Platypus has been designed to maximise accessibility throughout the site, with a lift operational to each level.