Venue Hire Application Form

## How it works

* This form is used to submit an application to apply for a temporary licence used to conduct a medium to high impact/complex activity on a Harbour Trust site
* Your application will be assessed by the Harbour Trust based on the information you provide in this form
* If your application is approved, the information you have provided will form the basis of an agreement with the Harbour Trust to hold the approved activity

## How to apply

There are various steps to the application process for a venue hire licence agreement.

1. Read the [Harbour Trust Venue Use Guidelines](https://www.harbourtrust.gov.au/media/4094/venue-use-guidelines.pdf) and [Harbour Trust Events & Venues WHS Guidelines](https://www.harbourtrust.gov.au/media/4099/events-and-venues-whs-guidelines.pdf)
2. Complete a copy of the [Venue Hire Application Form](https://harbourtrust.gov.au/media/4093/venue-hire-application-form.docx)
3. Lodge your completed application via email to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) with all additional documents attached
4. You will receive an email from the Harbour Trust advising whether you have been successful with your application

**PLEASE NOTE:** The Harbour Trust requires **minimum 12 weeks** from approval date to stage any medium impact activation and **minimum 18 weeks** from approval date to stage any high impact/complex activation.

Any late applications may not be approved.

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| APPLICANT DETAILS | | | |
| ORGANISATION: | Click to enter text. | ABN/ACN: | Click to enter text. |
| REGISTERED OFFICE ADDRESS: | Click to enter text. | | |
| MAILING ADDRESS: (IF DIFFERENCE FROM ABOVE) | 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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| EVENT DESCRIPTION | | | | | | | | |
| EVENT NAME: | Click to enter text. | | | | | | |
| EVENT BUMP IN: | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. | |
| EVENT START DATE: | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. | |
| EVENT END DATE: | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. | |
| EVENT BUMP OUT: | 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. | | | | # SPECTATORS/PARTICIPANTS | | # |
| EVENT OVERVIEW: | Click to enter text. | | | | | | | | |

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| LOCATION REQUESTED | |
| SITE/VENUE LOCATION: | Click to enter text. |
| DESCRIPTION OF THE PROPOSED LAYOUT/SETUP FOR EACH SPACE IN USE: | |
| Click to enter text. | |

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| EVENT DETAILS | | | |
| PLEASE TICK THE BOXES THAT BEST DESCRIBE YOUR EVENT: | | Choose an item. | |
| If other describe event type here: Click to enter text. | | | |
| SERVICES (select all that apply): | | | |
| Please indicate if you require access to any of the following services: | | | |
| Electricity  Potable water  Waste water (grey water)  Telecommunications/internet | Heating and air conditioning  Lighting  Stormwater  Sewer | | Gas  Grease trap  Other (please specify): Click to enter text. | |
| If you have ticked any of the boxes above, please provide a brief description of services required:  Click here to enter text. | | | | |
| TEMPORARY STRUCTURES (select all that apply): | | | |
| Crane or hoist  Scaffolding  Tiered or elevated seating  Marquee or entertainment stage  Staging | Rigging  Generators  Portable offices/toilets  Flooring  Fencing/barriers | | Food/drink stalls  Lighting  Other (please specify): Click to enter text. | |
| If you have ticked any of the boxes above, please provide a brief description of services required:  Click here to enter text. | | | | |

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| SECURITY REQUIREMENTS | | |
| WILL YOU BE USING A SECURITY COMPANY: | YES | NO |
| If so, please provide further information:  Click to enter text. | | |
| PLEASE NOTE: Some events are required to notify local police and ambulance of your activity. | | |

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| PARKING AND TRANSPORT | | |
| Describe how your guests will arrive/depart the activity:  Click to enter text. | | |
| Describe how your staff/contractors will arrive/depart the activity:  Click to enter text. | | |
| COCKATOO ISLAND BARGING | | |
| Harbour City Ferries have strict carry-on limited for public safety, so for the barging of your equipment will be required. For information regarding barging fees and charges, please contact the Harbour Trust by emailing [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) | | |
| Will you be barging onto Cockatoo Island? | YES | NO |
| Are you requesting permission to take vehicles on the site? | YES | NO |
| Number of vehicles on site at any one time | YES | NO |
| Please provide a brief outline of your anticipated barging requirements  Click to enter text. | | |

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| NOISE AND VISUAL IMPACT | | |
| Does the proposal involve illumination or include any signage, decorations or structures that will be visible from the public domain? | YES | NO |
| Please describe these items:  Click to enter text. | | |
| PLEASE NOTE: Any signage erected by an activity needs to be approved by the Harbour Trust prior to the activity taking place. This includes: banners, flags, decals, posters and free-standing signage. | | |
| Does the activity generate noise that is audible from the public domain? | YES | NO |
| Please describe all noise generating activities:  Click to enter text. | | |

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| FOOD AND BEVERAGE SERVICE | | |
| Does the activity involve serving food or beverages to patrons? | YES | NO |
| Does this activity involve selling alcohol? | YES | NO |
| Please describe your food and beverage offering:  Click to enter text. | | |
| PLEASE NOTE: The Harbour Trust requires all caterers be Gold Licence Accredited. For the sale or supply of alcohol caters must have a NSW On-premise Liquor Licence and also obtain a Liquor Permit from the Harbour Trust.  For more information, please visit [harbourtrust.gov.au/planning-projects/food-beverage](https://www.harbourtrust.gov.au/en/corporate/permits-and-approvals/). | | |

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| WASTE MANAGEMENT AND ENVIRONMENTAL CONSIDERATIONS |
| Please describe how waste associated with the activity will be managed: |
| PLEASE NOTE: The applicant is responsible for the proper disposal and removal of all waste material generated by the activity. |

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| DOCUMENTATION REQUIREMENTS |
| Public Liability Insurance (Certificate of Currency – AUD$20 million minimum coverage noting “Harbour Trust” as interested party)  Site Induction Form  Site Plan  You may be required to provide a COVID-19 Safety Plan (please visit [www.nsw.gov.au](http://www.nsw.gov.au))  Please email a copy of the above documents to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) |
| PLEASE NOTE: Further documentation may include the following plans:   * Production Schedule * WHS Report and Risk Assessment * Security Plan * Emergency Response Plan * Transport Management Plan * Waste and Environmental Management Plan * Noise Management Plan * Food and Beverage Plan |

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| LODGEMENT DETAILS |
| When you have completed your application, you can lodge it by emailing: [licencing@harbourtrust.gov.au](mailto:licencing@harbourtrust.gov.au)  If the application is approved, a Harbour Trust licence agreement will be issued. This licence agreement will outline further documentation required prior to site access. Access to Harbour Trust sites will not be permitted until adequate documentation has been received and approved. |

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| COLLECTION AND USE OF PERSONAL INFORMATION |
| The information provided in the 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](https://www.harbourtrust.gov.au/en/). |

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| DECLARATION | | | |
| I apply for the approval to carry out the proposed action described in this application. I declare that all the information in the application and checklist is to the best of my knowledge, true and correct.  NOTE: It is an offence under the *Crimination Code Act 1995* to knowingly make a false or misleading statement in, or in connection with, this application, or any document lodged with this application.   * I also understand that if the information is incomplete, the application will not be registered and may be delayed or rejected or more information requested. * I acknowledge that if the information provided is misleading, any approval granted may be void. * Any works undertaken without approval may be removed by the Sydney Harbour Federation Trust at the applicant’s expense. | | | |
| SIGNATURE: | Click or tap here to enter text. | DATE: | Click or tap here to enter text. |