Small Activation / Event Permit Form

## How it works

* This permit form (the "Form”) is used to apply for a permit, to conduct small activations and low impact functions and events (“Activities”) at Sydney Harbour Federation Trust (“Harbour Trust”) Venues. Activities include those mentioned in Activity Description (section 2) and subject to parameters mentioned below.
* Forms are to be submitted for approval at least 10 Business Days in advance of the Activity taking place.
* The Harbour Trust will assess Your Form based on the information provided and any accompanying documentation.
* Bookings are not confirmed until You have received a booking confirmation email containing a signed Permit from the Harbour Trust.
* All Activities conducted on Harbour Trust sites are subject to the General Terms and Conditions and any other terms and conditions as advised by the Harbour Trust from time to time. Please read the General Terms and Conditions before submitting this Form, which can be found below.
* Capitalised terms used but not defined in this Form, shall have the meanings assigned to such terms in the General Terms and Conditions.

## What is a small activation / event?

A small activation / event is an Activity conducted within the following set parameters:

* Less than 500 people per day
* Held between 8am-7pm
* Minimal food and beverage service, a celebratory drink (liquor) permitted
* Low level amplification (portable PA system)
* Minimal infrastructure and limited access to power and water
* Little to no additional supervision required
* In publicly accessible spaces. Non-exclusive use of space, including no road closures.

If your activity falls outside the above parameters, your application could fall into a medium or large activity. Please contact [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) for further information.

## How to apply

* To apply, please complete this Form and send via email to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au).
* Following submission of the Form, You will receive a response from the Harbour Trust within 5 Business Days.

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| 1. APPLICANT DETAILS | | | | |
| SURNAME | Click to enter text. | GIVEN NAME | Click to enter text. |
| 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. |
| MOBILE No. | Click to enter text. | PHONE No. | Click to enter text. |
| EMAIL | Click to enter text. | WEBSITE | Click to enter text. |

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| 1. ACTIVITY DESCRIPTION | | |
| **Please tick the box that best describes Your Activity:** | | |
| Private / Ticketed Event  Sporting Event  Market  Ceremony (not a wedding) | Public / Community Event  Student Filming/Photography  Media Launch  Fitness Class/Group | Filming/Photography (commercial)  School Group  Exhibition  Other (please specify):  *Click to enter text.* |

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| 1. ACTIVITY DETAILS / TERM OF PERMIT | | | | | | | | | | | | |
| NAME OF ACTIVITY | | Click to enter text. | | | | | | | | | | |
| ACTIVITY DESCRIPTION / OVERVIEW | | Click to enter text. | | | | | | | | | | |
| ACTIVITY BUMP IN  (if applicable) | | DATE | Click to enter a date. | | START TIME | Click or tap to enter a time. | | | FINISH TIME | Click to enter a time. | | |
| ACTIVITY START DATE | | DATE | Click to enter a date. | | START TIME | Click or tap to enter a time. | | | FINISH TIME | Click to enter a time. | | |
| ACTIVITY END DATE | | DATE | Click to enter a date. | | START TIME | Click or tap to enter a time. | | | FINISH TIME | Click to enter a time. | | |
| ACTIVITY BUMP OUT  (if applicable) | | DATE | Click to enter a date. | | START TIME | Click or tap to enter a time. | | | FINISH TIME | Click to enter a time. | | |
| TARGET AUDIENCE | | Click to enter text. | | | | | | | NUMBER OF GUESTS  (Max. 500 per day) | | | # |
|  | |  | | | | | | | | | | | |
| FOR FILMING/PHOTOGRAPHY ONLY | | | | | | | | | | | | | |
| NUMBER OF CREW | # | | | NUMBER OF TALENT | | | # | NUMBER OF VEHICLES | | | # | | |

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| 1. SITE/VENUE REQUESTED | |
| **Please tick requested Venue / Site:** | | | |
| Cockatoo Island, Sydney Harbour  Headland Park, Mosman  North Head Sanctuary, Manly | Sub Base Platypus, North Sydney  Macquarie Lightstation, Vaucluse  Woolwich Dock and Parklands, Hunters Hill |
| OUTDOOR LOCATION (if applicable) | |
| Please advise name of the outdoor location at the requested site and Your requirements | |
| Click to enter text. | |
| INDOOR VENUE (if applicable) | |
| Please advise name of the indoor venue at the requested site and Your requirements | |
| Click to enter text. | |

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| 1. EQUIPMENT |
| Please list all equipment You will be bringing to the Activity (attach a separate page if required) |
| Click to enter text. |

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| 1. DOCUMENTATION REQUIRED | |
| The Harbour Trust requires the following:   * Public Liability Insurance (Certificate of Currency – AUD$20 million minimum coverage noting the “Sydney Harbour Federation Trust” as an interested party); and * Site Induction Form completed by You, Your employees, contractors and agents (Note: forwarded as a separate document by the Harbour Trust prior to the Activity Start Date / Activity Bump in Date).   Please email a copy of all documents to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) along with a copy of this Form. | |
| ADDITIONAL DOCUMENTS (if applicable) | |
| Risk Assessment  Site Plan | Vehicle Induction Form (Cockatoo Island only)  Working with Children Check/s |

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| 1. FEES AND CHARGES | |
| VENUE HIRE | RATE PER DAY (incl. GST + Application Fee) (8am-7pm) |
| Outdoor – Activity days | $550 |
| Outdoor – Bump in/out days | $220 |
| Indoor – Activity days | $1,100 |
| Indoor – Bump in/out days | $550 |
| FILMING AND PHOTOGRAPHY |  |
| Student | $0 |
| Shoot Days | $400 |
| Bump in/out days | $165 |
| FITNESS CLASS / GROUP | RATE PER ANNUM (incl. GST + Application Fee) (8am-7pm) |
| Outdoor | Fixed fee $1,500 |

**PLEASE NOTE**

* An application fee of $150 (non-refundable) is included in the Fees and Charges listed above. The Fees and Charges are listed as a guide only and may differ depending on the individual requirements of the Permit. The Harbour Trust will provide a tailored quote (if necessary).
* Not for profit or community organisations may be eligible for a discount on the Fees and Charges. Please contact the Harbour Trust via [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) for more information.

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| 1. CANCELLATIONS |
| Cancellations may occur by emailing [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au). Refunds will be offered for cancellations if notification of the cancellation is received in writing at least 7 Business Days prior to the Activity Start Date.  Refunds for cancellations may be offered minus the $150 application fee and 25% of the Activity’s Fees and Charges. |

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| 1. PAYMENT |

Please complete the following payment details. Please note American Express cards are not accepted.

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| CREDIT CARD DETAILS | | | | | | | | | |
| 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. | | | | | | |
|  | |  | | | | | | |
| 1. DECLARATION | | | | | | | | | |
| * I authorise my credit card to be charged the Fees and Charges that apply to as detailed in section 7 and 8. * I am aware that the supplied credit card details may also be used to reimburse the Harbour Trust for any damages, cleaning or rubbish removal as a result of the Activity. The Harbour Trust will advise before charging the card for this purpose. | | | | | | | | | |
| CARDHOLDER’S SIGNATURE |  | | | | DATE | | | Click to enter a date. | |

## Collection and use of personal information

* The information provided in this Form will enable Your permit application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.
* The Harbour Trust will keep the permit application in a register that may be viewed by the public. Please contact the Harbour Trust if the information You have provided in Your permit 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 any conditions of use imposed by the Harbour Trust and the General Terms and Conditions provided within this Form: | | | | | |
| 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. | |

## General Terms and Conditions

### Right to conduct Activity

1. Subject to the payment of the Fees and Charges, acceptance of the Documents by the Harbour Trust and Your receipt of an executed Permit, You are permitted to undertake the Activity at the Venue during the times as set out in the Permit.
2. The Permit does not warrant exclusive use of Venue and restriction by You of public use and / or access to the Venue including through signage, fencing, etc.
3. The Permit is not transferable, nor assignable.
4. Use of the Venue is always subject to these General Terms and Conditions and any other terms and conditions as advised by the Harbour Trust from time to time.

### Use of Venue

1. The Venue is to be used for the Activity only and use of the Venue is at Your own risk.
2. You must make Your own enquiries in relation to the suitability of the Venue for the Activity. The Harbour Trust makes no representation nor gives any warranty that the Venue will be suitable for the Activity, nor will it be required to provide or procure any additional goods or services, which might be necessary or expedient for the Activity.
3. You take the Venue in its state of repair, cleanliness, and condition at the time of the Activity Bump in Date.
4. Attachments to any buildings or any other fixed structures i.e. decorations or signs, at the Venue is not permitted.
5. You must ensure that the Venue will be protected from any damage by Your use during the Activity. 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 itself at Your cost. Any outstanding cost will be a debt due to the Harbour 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 goods and waste removed and disposed of responsibly. If the Harbour Trust incurs cleaning costs because of Your failure to comply with this obligation, You will reimburse the Harbour Trust for the costs it incurs.
7. You are required to sign in and out, at the Harbour Trust Rangers office each day of the Activity.
8. You must maintain an onsite register of all attendees in the event of an emergency.

### Conducting the Activity

1. You must conduct the Activity in an orderly and proper manner and in full compliance with all laws, regulations and policies, including but not limited to the *Work Health and Safety Act 2011*, applicable smoking legislation, the *Food Act 2003*, the *Sydney Harbour Federation Trust Act 2001*, Sydney Harbour Federation Trust Regulations 2021 (which can be found at harbourtrust.gov.au) and Harbour Trust policies and procedures as advised and updated from time to time.
2. The use of confetti, rice, balloons, candles, or open flame devices is prohibited.
3. Noise from the Activity must not disturb or inconvenience any other events, visitors, commercial or residential tenants of the Venue.
4. You will not operate or permit to be operated at the Venue any apparatus or device for the amplification of music, announcements or other sounds without Harbour Trust approval. In the event approval is granted, the apparatus or device for the amplification of music, announcements or other sounds must not be used to a degree which is objectionable in the opinion of the Harbour Trust.
5. You must at all times make Your employees, contractors, agents, and guests aware of the Permit's obligations, as You are responsible for the conduct of Your employees, contractors, agents and guests attending or participating in the Activity.
6. Before commencing the Activity, You must make sure all Guests are aware of potential hazards, conditions and experiences that may be encountered.
7. Service and / or consumption of liquor at Harbour Trust Venues is subject to specific regulation. For further information about liquor and liquor permits, please visit the Harbour Trust Website.
8. You must not operate a drone without an approved Harbour Trust drone permit. For further information about the use of drones on Harbour Trust sites, please visit the Harbour Trust Website.
9. You must not cause or allow an animal to enter or remain in the Venue unless the animal is an Assistance Animal (as defined in the *Disability Discrimination Act 1992*). Assistance Animals must at all times be managed on a lead or by other reasonable means.
10. You must ensure all vehicles are legally parked in allocated parking spaces when at the Venue.

### Indemnity and insurance

1. The Harbour Trust does not take responsibility for loss, theft, cost, expense, or damage arising directly or indirectly as associated with the Activity or from use of the Venue.
2. You indemnify and keep indemnified the Harbour Trust against any damage, expense, loss, or liability suffered or incurred by the Harbour Trust, arising from or connected to Your use of the Venue or 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 or 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 effect and maintain Public Liability Insurance with an amount of cover as detailed within the Documentation Required section for the duration of the Activity. You must provide the Harbour Trust with evidence of this prior to the Activity Start Date / Activity Bump in Date (if applicable).
6. The Harbour Trust will not be liable for any costs or losses incurred by You as a result of wet or adverse weather. You will be responsible for all costs associated with wet or adverse weather, including but not limited to any costs associated with a change of venue, change of dates and / or transport of Your property (or any third-party property used by You).
7. If the Harbour Trust requires You, Your employees, contractors, agents, and / or guests to hold Working with Children Checks, You must provide the Harbour Trust with evidence of this prior to the Activity Start Date / Activity Bump in Date (if applicable).

### General Matters

1. You must comply with all directions of the Harbour Trust in Your use of the Venue and the conduct of the Activity.
2. The Harbour Trust reserves the right to cancel the Permit at any time, at its sole discretion. In the event of cancellation by the Harbour Trust, no compensation will be payable to You.
3. Cancellations may be made in writing by You, up to 7 Business Days prior to the Activity Start Date. Refunds for cancellations may be offered minus the $150 administration fee and 25% of the Activity’s Fees and Charges.
4. Parking at Harbour Trust Venues is limited and unreserved. To avoid fines, please ensure Your vehicle(s) are legally parked in allocated parking spaces.
5. The Harbour Trust reserves the right to take photos of Your Activity, and to use them for Harbour Trust internal and marketing purposes.
6. All references in marketing or promotional material to the “Harbour Trust” or the “Sydney Harbour Federation Trust” must be first approved by the Harbour Trust prior to print or distribution.
7. Nothing contained in this Permit shall be deemed to constitute a partnership between You and the Harbour Trust.
8. In this Permit:
   1. ‘Activity’ means the small activity, function or event detailed in this Form. ‘Activities’ shall have a corresponding meaning;
   2. ‘Activity Bump in Date’ means the date detailed in the Form;
   3. ‘Activity Bump out Date’ means the date detailed in the Form;
   4. ‘Business Days’ means a day that is not a Saturday, Sunday or any other day which is a public holiday or a bank holiday in New South Wales;
   5. ‘Documents’ means the documents detailed in the Form to be provided to the Harbour Trust before the Activity Start Date / Activity Bump in Date (if applicable);
   6. ‘Fees and Charges’ means the Fees and Charges detailed in the Form;
   7. ‘Administration Fee’ means administrative fee detailed in the Form;
   8. ‘Harbour Trust Website’ means the Harbour Trust website which is accessible via www.harbourtrust.gov.au;
   9. ‘Public Liability Insurance’ means the insurance detailed in the Form;
   10. ‘Venue’ means the Harbour Trust site / venue approved by the Harbour Trust for the Activity;
   11. ‘You’ means the Applicant detailed in section 1 of the Form. ‘Your’ shall have a corresponding meaning.

### Fitness Groups / Classes

1. When conducting training at Harbour Trust’s Venues, You will conduct Yourself in a proper and orderly manner exercising due care, competence and diligence and be considerate to other users and adjacent tenants, and agree not to create any noise during the training activities which would be audible from adjacent properties.
2. You will keep and maintain a logbook of significant accidents or injuries occurring during training sessions and notify the Harbour Trust within 24 hours of such incident.
3. You shall not suspend boxing/kickboxing bags/TRX bands/ropes/etc. from trees and/or structures at the Venue, and Your guests shall not step on or walk on or in any other way inappropriately use picnic tables and street furniture.
4. You acknowledge that only Licensed Trainers are authorised to offer training sessions. The sale of clothing, equipment or refreshments or any other good, service or product is not permitted whilst occupying public land.
5. You acknowledge the trainer conducting the training must hold a current First Aid Certificate. A copy of which shall be made available to the Harbour Trust upon request.
6. Permits are for a maximum of 12 months and will be reviewed and required to renew each year.

### Additional site-specific terms and conditions

### Cockatoo Island, Sydney Harbour

1. Passengers may disembark at the nominated public wharf, but private water transport must not interfere with public ferries or other vessels using this wharf. Short-term berthing for vessels up to six metres is available for hire. Please visit [cockatoomarine.com.au](http://www.cockatoomarine.com.au/) for more details. Vessels may not wait or berth at the public wharf under any circumstance. Fines may apply.
2. Cockatoo Island contains trip hazards and stairs, and a steep incline to the plateau of the Island. A 3-metre exclusion zone exists along the cliff face. The Applicant must make their own arrangements to get around the Island.

### North Head Sanctuary, Manly

1. The Location is home to an endangered population of the Long-nosed Bandicoot. The Permit Holder must:
   1. Be aware of these threatened and other species;
   2. Other animals are not permitted;
   3. 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;
   4. Report any sightings of foxes, stray cats or dogs to NPWS (9977 6732 – office hours);
   5. Report any injured or dead bandicoots to 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 given by authorities.
3. The whole site will be closed on days when there is a Catastrophic Fire Danger Rating in place and bush tracks from an Extreme Rating (FDI rating 75) and above.
4. Please note the NPWS gate on North Head Scenic Drive is open 06:00-18:00 during winter months and 06:00-20:00 during summer months.

### Georges Head Lookout, Headland Park, 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.

### Sub Base Platypus, North Sydney

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.

**Macquarie Lightstation, Vaucluse**

No Activities permitted inside the Lighthouse.

Please note there is no Ranger or immediate assistance on site.

**Woolwich Dock and Parklands, Hunters Hill**

Please note there is no Ranger or immediate assistance on site.