



PITTWATER COUNCIL

Policy – No 93	Adopted:	OM: 02.03.1998
	Reviewed:	
	Amended:	OM:16.06.2003 OM: 04.11.2013
	Revoked:	

TITLE: RESERVES, SPORTSGROUNDS, BEACHES & HEADLANDS BOOKING POLICY

STRATEGY: RECREATIONAL MANAGEMENT

BUSINESS UNIT: RESERVES, RECREATION & BUILDING SERVICES

RELEVANT LEGISLATION: LOCAL GOVERNMENT ACT 1993, WORKCOVER AUTHORITY OF NSW, PLANS OF MANAGEMENT.

RELATED POLICIES: NO. 88 – BEACH AND ROCKPOOL MANAGEMENT POLICY
NO. 192 – COUNCIL EVENT MANAGEMENT - SUSTAINABILITY POLICY

Objective

To monitor and control the use of reserves, sportsgrounds and headlands under Council's control for the purpose of social, sporting, community and commercial events, having regard to issues such as environmental impacts and the amenity of nearby residents and other users.

Policy Statement

1. Permitted organised uses on Council reserves, sportsgrounds, beaches and headlands, subject to approval and conditions include but are not limited to:
 - Wedding Ceremonies and Receptions
 - Charity Events
 - Recreational / Sporting Uses
 - Social Uses
 - Commercial Uses
 - Religious Services
 - Fireworks

provided the relevant Plan of Management for that area permits such a use.

2. With the exception of established annual market days and events (such as Avalon Market Day and the Pittwater Food and Wine Festival), any application for use of a beach, reserve, sportsground or headland where:

- The event has an estimated daily attendance in excess of 2,000 people;
- Rock concerts;
- Any other event considered by the General Manager to require further notification;

shall be referred to the General Manager and Councillors for comment.

3. Application Forms must be submitted for the use of reserve, sportsground, beach and headland bookings. All proposals for bookings in categories listed under clause (1) be referred to the Reserves & Recreation Officer for consideration and all applications in categories listed under clause (2) be referred to Council for determination.
4. That where deemed appropriate by the Reserves and Recreation Manager, the Reserves and Recreation Officer will advise Councillors and other relevant staff of any other reserve booking application.
5. That prior to Council granting approval, the applicant is to produce evidence of a current Public Liability Policy, held with an acceptable Insurance Company, with a minimum cover of \$20,000,000 indemnity in the joint names of the applicant and Pittwater Council for their respective rights and liabilities, or an endorsement to such a policy stating that the policy will be held jointly with the applicant and Council on the days of the event. Public Liability Insurance is not required for wedding ceremonies, social sporting events or social gatherings such as picnics, family reunions etc. providing the booking is not made on behalf of a Company or Association and the individual does not book more than 10 times in the year. These bookings are covered under Council's insurance as 'Casual Hirers'.
6. Booking fees and bonds will be set in accordance with Council's Fees and Charges as contained within Council's adopted Delivery Plan. These fees/bonds are reviewed annually.
7. The reserve / sportsground /headland / beach must be left in a clean and tidy condition. If extra cleaning or maintenance is required as a result of a booking, any associated costs will be deducted from the bond.
8. In the case of an application that requests permission to erect a marquee, this will be considered providing the marquee is no larger than 15m x 15m or 225m². If the applicant wishes to erect a larger marquee, a report must be submitted to Council for their consideration. The erection of marquees must take into consideration the location of essential services in reserves.
9. A variety of conditions will be placed on all bookings and these may include, depending on the booking, noise restrictions, waste requirements, residential notification, structural, electrical, noise and/or food hygiene inspections, access restrictions, advertising restrictions, safety requirements, requirements for temporary food premises, requirement for Traffic Management Plans etc. In addition to these, any restrictions and/or required permits or licences imposed by other bodies, such as WorkCover, will be required prior to Council confirming approval of the booking.
10. In the case of an application for the use of a beach, reserve, sportsground or headland, which includes the consumption of alcohol, such approval, if given, shall be conditional upon appropriate signposting i.e. "The consumption of alcohol on the reserve / beach / headland is prohibited without the express permission of Council".
11. In the case of Wedding Ceremonies:
 - These shall be permitted on nominated Council reserves / beaches / headlands with only one (1) ceremony per location per day. Ceremonies are permitted every day of the year, subject to availability.

- Included in the booking fee is the option to erect a small (3m x 3m) shade structure / marquee. If the applicant wishes to erect a larger marquee, additional fees will apply. The erection of marquees must take into consideration the location of essential services in reserves.
 - No confetti is allowed, however rose petals and rice are acceptable.
12. In the case of Wedding Receptions:
- These are NOT permitted in the period from mid November to mid February (with the exception of McCarrs Creek Reserve and Bilarong Reserve giving due consideration to the impact on regular users of these areas).
 - Applications for wedding receptions will be considered out of the period stipulated above only in areas deemed appropriate for such an activity.
13. In the case of major events (excluding filming), such as large charity events etc:
- These shall be permitted on Councils reserves, beaches and headlands at the discretion of the Reserves Manager.
14. In the case of sportsfields all allocations of use for seasonal and casual users shall be undertaken by Council's delegated officer. All Sportsfields Bookings are subject to Council's Wet Weather Policy.
15. Sustainability - When organising a Pittwater Council event in accordance with Policy No: 192 *Council Event Management*, staff will consider the following:
- Minimising the carbon footprint and greenhouse gas emissions of the event
 - Minimising the amount of waste generated at the event and properly managing the recycling of any waste generated
 - Minimising the amount of water consumed at the event
 - Minimising the impact of any promotional materials in organising the event
 - Minimising the impact of any products and supplies used at the event.
16. Where any person or association is found to be in breach of this policy, or has not complied with the requirements of relevant Acts and Regulations, the following procedure shall apply:
- Following a first reported offence, the person or association be given written warning requiring future compliance with the provision of Council's policies, Regulations and By Laws.
 - Failure to comply with any or all conditions of approval set by the Reserves Booking Officer shall prejudice future applications by the applicant.