

# Application Process – Access Over Reserves



## 1. Access Requests

The City will only approve access over reserves where:

1. It can be clearly demonstrated that no other alternative for access is feasible.
2. The risk to users of the reserve and assets/ infrastructure located within the reserve, can be mitigated to a level the City determines to be acceptable.
3. The Applicant provides all required information and plans as requested by the City, which may include (but is not limited to):
  - a) Traffic/ Pedestrian Access Management Plans.
  - b) Site Safety Plan.
  - c) Tree/ Vegetation Protection Plans.
  - d) Dust Management Plans.
  - e) Evidence of sufficient public liability insurance of contractors (certificate of currency).
  - f) Copies of licences held for plant and equipment, white cards.
  - g) Details of site contact/ supervisor.
4. If the reserve is Crown Land, agreement has been given by the Minister for Lands. This will be arranged by the City.
5. Applicant attends a pre-access site condition inspection of the reserve with a nominated City Officer.
6. The applicant enters into a Deed of Access and Indemnification – Access over Reserve with the City, and for Crown Land, the Minister for Lands. This is a legal agreement detailing the approval given and indemnifies the City and Minister for Lands against any loss, damage, injury or death caused or contributed to by the Applicant and its Authorised Persons.
7. A refundable bond is provided to the City of a value determined by the City based on a risk assessment (see point 2. Fees and Charges). Any additional costs above the bond value incurred in rectifying damages caused as a result of access will be invoiced to the Applicant as a debt recoverable by the City.
8. Fencing of the reserve (if required) shall be installed at the Applicant's expense and cannot be removed or temporarily dismantled without the express permission of the City.

## 2. Fees and Charges

The following Fees and Charges apply for applications and approvals for access over reserves.

Fee Type	Amount	Details
Park Access Request Fee	\$250.00	This includes cost recovery for the City's officers to undertake the risk assessment, liaise with the applicant and (if applicable) Minister for Lands and review associated information and plans.
Estimate of associated costs (Approved Access)	\$65.00ph	Per hour cost recovery for the City's Officers to: <ul style="list-style-type: none"> <li>• Draft the Deed of Access and Indemnification and (if applicable) liaise with Minister for Lands.</li> <li>• Inspect the site:               <ul style="list-style-type: none"> <li>- Pre-access site condition assessment.</li> <li>- Per worksite inspection (minimum of one).</li> <li>- Post-access site condition assessment.</li> </ul> </li> <li>• Additional time in managing any hazard or crises that may arise as a result of the Access.</li> </ul>
Bond value	\$1000.00 minimum	This will be determined by the risk assessment.

## 3. Steps for Considering Applications

The steps outlined below summarises the process for considering applications for Access Over Reserves:

1. Applicant prepares 'Application for Access Over Reserves' form and supporting documentation.
2. Application from submitted to the City.
3. If progress to the next stage is supported, a non-refundable Park Access Request Fee will apply (see point 2. Fees and Charges).
4. Payment of Park Access Request Fee.
5. Risk Assessment: Applicant to provide additional information and documentation/ plans requested by the City in order to undertake a risk assessment.
6. Applicant advised on outcome. If permission for access is supported, an estimate of associated costs and bond value will be provided.
7. Applicant to provide written confirmation of intention to proceed. Deed of identification to be drafted.
8. Applicant to return signed Deed of Indemnification and pay bond.