

# 2023/24 Commercial Activities on Public Land Licence Application

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au  
**t** 1300 864 444 • **w** ballina.nsw.gov.au

Payment is required upon lodgement of application for processing. To be read in conjunction with *Commercial Activities on Public Land Policy* and *Commercial Activities on Public Land Application Specifications* as found at ballina.nsw.gov.au.

## 1. Applicant Details

Name of Applicant *(The Applicant must be an individual, individuals and/or a registered company)*

Postal Address of Applicant

Contact Phone

Mobile

Email

Applicant's Signature

Date

Development Consent No. *existing business*

## 3. Business Details

Name of Business

Email Address of Business

Type of Commercial activity

Description of Activity

Equipment/Materials, Livestock to be used *incl maximum number*

Maximum Client Capacity *per class per day*

Days of week for Activity

Time of Day for Activity

Description of Exact Location of Activity *please also attach map*

## Office Use Only

2023/24 Licence Application Fee: \$190 Code: 124

Receipt number

Date Received

Annual Activity Licence Fee:  
*see overleaf for code and amount*

Amount Paid \$

Receipt number

Date Received

Check Section 4 attachments supplied

### 3. Vehicle Details

Vehicle Registration No's *for all vehicles used for commercial activities*

Make/Model/Colour of vehicles

### 4. Documents to Accompany Application

Please read the **Commercial Activities on Public Land Application Specifications** for your activity carefully and attach the required documentation to this application *ballina.nsw.gov.au >search Commercial Activities*

The following information is **required** with copies of documentation to be **attached** to this application.

☐ **Map of exact location where activity is to be conducted**

#### Qualifications

- ☐ Industry accreditation / qualifications
- ☐ Licences / permits for equipment, vehicle, boat, plane etc.
- ☐ Required certificates for industry
- ☐ Senior First Aid Certificate

#### Risk and Safety (Operations) Management Plan

- ☐ Risk assessment for activity *see Commercial Activities Risk Assessment guidelines on Council's website for template*
- ☐ Risk and safety management protocols
- ☐ First Aid
- ☐ Emergency Response
- ☐ Evacuation plan
- ☐ Operational procedures for activity *if required*

#### Insurance Requirements

- ☐ Current 'Certificate of Currency' for Public Liability to \$20million *policy to include Ballina Shire Council noted as an interested party. Please note as insurance is updated, a current 'Certificate of Currency' must be lodged with Council at all times.*

#### Company

- ☐ If the Applicant is a registered company, a copy of a current company search showing the current directors and shareholders must be attached.

### 5. Fees and Charges

A non-refundable licence application fee is payable upon submission of this application form. The application fee allows for the appropriate assessment of the proposed commercial activity.

#### 2023/24 Licence Application Fee: \$190

An annual Activity Licence Fee must be paid in advance should the commercial activity proposed by the business be permitted by Council. The licence fee is an annual fee following successful application by the proposed commercial activity business.

The following table details the level of impact and relevant fee that has been determined for commercial activities on public land.

## 5. Fees and Charges *continued*

Impact Category	Examples of Activity	Annual Activity Licence Fee	Receipt Type
<b>Low Impact</b>	Beekeeping Ecotourism Horseriding Access South Ballina Beach Personal Fitness (2 clients) Surfing for People with Disabilities	<b>\$150</b>	125
<b>Medium Impact</b>	Dog Training classes Fishing Tour Kayak / Canoe Tour Kite Surfing Personal Fitness (10 clients)	<b>\$680</b>	126
<b>High Impact</b>	Boat Tour Fish Harvesting Group Fitness (20 clients) Hang Gliding and Paragliding Horse Riding Seven Mile Beach Lennox Head	<b>\$1,165</b>	128

## 6. Declaration

- ☐ I/we have read and understand all of the requirements set out in Ballina Shire Council's ***Commercial Activities on Public Land Policy*** as available on Council's website.
- ☐ I/we have read and understand and agree to adhere to the Schedule 1 Standard Specifications and Schedule 2 (applicable) Activity Specifications within the ***Commercial Activities on Public Land Specifications*** as available on Council's website.
- ☐ I/we have read and understood all of the requirements outlined throughout this form.
- ☐ I/we will ensure that any and all alterations to the proposal are submitted to Council in writing and documentation as soon as they become available, and acknowledge that alterations will only be considered if sufficient time is provided in which to assess the proposed changes.
- ☐ I/we acknowledge that it will be my/our responsibility to ensure that all requirements and conditions of the Commercial Activities Licence will be met.
- ☐ Any information or evidence required to assess this application has been provided.
- ☐ I/we certify that all of the information contained in this application is correct and accurate.

Name

Signature

Date

## Privacy Protection Notice

The completed Commercial Activities on Public Land Licence Application Form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by the Open Spaces Section and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.