

# Install and Operate Amusement Device or Inflatable Device on Private Land 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 • **abn** 53 929 887 369  
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One device per application form only. Applicable for commercial events on private land only (eg school fetes, shows, festivals). Payment of the fee is required upon lodgement of application.

## Device Details

Amusement Device  Inflatable Device

Classification of Device *eg jumping castle, ferris wheel, carousel etc*

Total Area of Device Footprint *in m<sup>2</sup>*

## Device Registration Details

Registered Owner Name

Company Name *if applicable*

Address of Registration

State of Registration

Expiry Date of Registration

Registration Number

Mobile Telephone Number

Email Address

Name of Certifier *if applicable*

## Operator Details

Operator Name

Date of Birth

Operator Name

Date of Birth

Operator Name

Date of Birth

## Office Use Only

2024/25 fee: \$130 for EACH device  
Code: 6 W00000270.0001.0222

Amount Paid \$

Date received

Receipt number

## Description of Land / Event

Name of Event

Lot Number

Portion Number

Section Number

DP Number

Street Address

Date/s of Event

Period of Operation of Device

## Supporting Documentation Checklist

Layout Plan of Event attached

Yes

No

Location of Device Plan attached

Yes

No

Current Insurance Certificate attached

Yes

No

Current Registration Certificate attached

Yes

No

Fee Paid

Yes

No

## Device Declaration

As the device owner/operator, I declare that this device will be installed in accordance with the manufacturer's specifications and that I will ensure that all adequate risk management measures will be implemented on the day or days of operation of this device. I will abide by all SafeWork NSW guidelines and requirements and make any necessary changes to the device operation in the event of a potential hazard, such as, but not limited to collapse, strong wind, changing weather conditions or site-specific risks that may arise. I will remain on site for the full duration of the operation of the device and will abide by any lawful direction given to me by a Council officer or Safe Work NSW officer.

Owner Name

Date of Birth

Signature

Date

## Privacy and Copyright Notice

The completed application form and any documents submitted with the application contains personal information that is being collected in order to assess, process and determine the application under the provisions of the Local Government Act 1993 ("the Act"). The information will be processed by the Planning and Environmental Health Division of Ballina Shire Council and will be made available to public enquiries under the Government Information (Public Access) Act 2009 (GIPA). The information will be stored in Council's electronic document management system. The information supplied is required under the Act. The supply of the information is voluntary, however if it is not supplied Ballina Shire Council may be unable to process the application.

**Copyright Notice** You are advised that Council will make copies (including electronic copies) of the application and accompanying plans and documents for the purpose of complying with its obligations under the EP&A Act and the Local Government Act 1993. In addition the Council may make such further copies as are necessary to facilitate a thorough consideration of the development application. This includes the application form, plans and supporting documentation and the publishing of same to DAs online. The applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

# AMUSEMENT DEVICES

## INFORMATION SHEET FOR OPERATORS

### Overview

This Information Sheet provides advice on the safe operation of amusement devices, and includes a checklist to assist with managing risks.

For more information, see the [General guide for amusement devices](#).

### Role of operators

Operators of amusement devices must be provided with:

- instruction and training in how to properly check and operate the device
- the operating and maintenance manuals for the device, and
- the log book for the device (see "[Record keeping](#)").

The operator of an amusement device should:

- be familiar with the device, its manufacturer's instructions and the details of its log book
- be able to follow all pre-operation checks and operating procedures
- be able to give clear instructions or warnings to patrons and attendants and check patrons are safely restrained
- immediately report faults or malfunctions and stop the amusement device
- continuously monitor the environment to ensure the amusement device remains safe to operate (for example, by using a wind speed monitor)
- be familiar with emergency and first aid procedures, and
- record relevant information in the log book.

The attached *Amusement device operator checklist* can help operators make sure the amusement device will operate safely.

To safely operate an amusement device, the operator should be able to answer 'Yes' to all questions in the checklist.

If the answer to any question is 'No', the device should not be operated until the issue has been resolved.

### Operating the device

The operator must not operate the amusement device with passengers unless all pre-operation checks have been performed.

The operator should not:

- operate the amusement device unless provided with the operating and maintenance manuals and log book for the device
- operate the amusement device without being satisfied by pre-operation checks and the log book that it is safe to do so, including verifying the operation and condition of critical safety components and features such as patron restraint systems and interlock devices
- operate the amusement device in an unsafe, reckless or negligent manner
- set up and operate the amusement device in a way that is inconsistent with the manufacturer's specifications. For example, do not operate the device faster than the safe operating speed, or admit patrons who do not meet the minimum height requirement
- operate the amusement device in unsuitable weather conditions e.g. high winds, winds identified by the manufacturer or supplier as critical, or in torrential rain
- operate the amusement device without checking health and safety equipment is provided and functional
- board or mount an amusement device while it is moving
- enter a hazardous area while the amusement device is moving
- be under the influence of drugs or alcohol
- operate the amusement device when impaired by illness
- use a mobile phone or other items which may distract them, or
- leave the amusement device while it is operating, regardless of whether it is carrying patrons or not.

## Managing patrons

The operator's role includes managing patrons. For example, an operator should:

- assist patrons on and off when necessary, if patrons have agreed
- shut down the amusement device immediately if it is being misused by patrons e.g. seats being rocked or patrons standing up when they should be sitting down
- remain alert when the amusement device is operating and be prepared for an emergency stop
- be cautious and ready for unexpected behaviour
- ensure an adult accompanies a child where necessary
- enforce restrictions e.g. height or size of patrons
- keep patrons who are waiting to participate outside of operating zones
- not allow a patron who appears to be under the influence of alcohol or drugs or who is visibly ill onto the amusement device, and
- not allow smoking by patrons when on or near an amusement device.

## Record keeping

The log book for the amusement device must record:

- details of the erection or storage of the device

- details of any repairs to the device, and any faults or defects identified during its operation
- maintenance details
- operational details including:
  - the number of hours it is operated for each day, and
  - the total number of hours it has ever been operated
- details of each person who operates the device including:
  - the person's name
  - whether the person was provided instruction and training to check and operate the device properly
  - the date and a summary of any instruction and training the person was provided, and
  - the name and qualifications of the instructor or trainer
- details of any statutory notices e.g. improvement notices, prohibition notices or infringement notices issued by any regulator for the device including:
  - the date each notice was issued
  - the reason/s why each notice was issued, and
  - the location of the device when each notice was issued.

For more information, see the [General guide for amusement devices](#).

## Amusement Device Operator Checklist

| Set-up of amusement device (including operating without patrons)  | Yes | No |
|---|-----|----|
| Have you been provided with instruction and training to check and operate the device safely?  |     |    |
| Is a copy of the operating instructions and log book available?   |     |    |
| Does the logbook indicate the device is safe to operate (e.g. there are no inspection reports or statutory notices indicating there may be safety issues with the device)?  |     |    |
| Have the required inspections, maintenance and repairs been carried out?  |     |    |
| Is the device set up correctly?   |     |    |
| Have any site-specific requirements and arrangements been addressed?  |     |    |
| Are emergency exits and signs clearly visible?  |     |    |
| Is emergency equipment accessible and operational e.g. fire extinguishers and harnesses?  |     |    |
| Is the automatic response safety control system enabled?<br><i>Note: Safety control systems may be capable of being bypassed for maintenance, setup or dismantling tasks.</i>   |     |    |
| Is the device operating at a safe speed or slower speed than the manufacturer's maximum specified speed?  |     |    |
| Are attendants being supervised and performing their duties according to the instructions and training provided?  |     |    |
| Additional checklist for inflatable amusement devices   |     |    |
| Is the device securely anchored in accordance with the manufacturer's instructions and relevant technical standards?  |     |    |
| Is the wind speed expected to be below the device's maximum wind speed rating for the device to be safely assembled, used and disassembled? How will wind speed be accurately monitored?  |     |    |
| Is there soft fall on open sides of the device?   |     |    |
| Are all patrons using the device at the same time of similar size and weight?   |     |    |
| Are you managing patron behaviour? For example, checking no one is: <ul style="list-style-type: none"> <li>• doing somersaults, flips, pushing or tackling others, or</li> <li>• jumping from the top of slides or sliding head first.</li> </ul> |     |    |
| Before operating an amusement device with patrons   |     |    |
| Has the device been checked and operated first without passengers?  |     |    |
| Are the patron entries to and exits from the amusement device clearly defined, lit and where necessary supervised?  |     |    |
| Are patron warning and information signs (e.g. height restrictions) in place and clearly visible?   |     |    |
| Have patrons been told about how to use the amusement device safely without putting themselves or others at risk?   |     |    |
| Have patrons with loose clothing, accessories or unrestrained hair been identified and stopped from using the device until there is no longer a risk of entanglement?   |     |    |
| Have loose items that could escape during the ride and create a hazard been removed?  |     |    |
| Are the patron restraints being correctly used and have they been checked for function, correct fit and adjusted for each patron?   |     |    |
| Are entrances and exits to the device closed off before the device is started?  |     |    |
| Operating an amusement device with patrons  |     |    |
| Is the device operating at a safe speed or slower speed than the manufacturer's maximum specified speed?  |     |    |

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|--|--|--|
| Are patrons and attendants moving on or within the device in a controlled way to minimise, so far as is reasonably practicable, the risk of collision or injury? |  |  |
| Is the noise level to which operators, attendants and patrons are exposed below the workplace exposure standard for noise?                                       |  |  |