



# APPLICATION FOR USE OF PUBLIC OPEN SPACE BY COMMUNITY FITNESS GROUPS AND PERSONAL TRAINERS

**OFFICE USE ONLY**

Hire Fee:  
Public Liability Insurance:  
Bond:  
Key Deposit:

Confirmation Letter:  
Invoice:  
Booking:  
Insurance:

**HIRERS DETAILS:**

Name of Organisation: \_\_\_\_\_ ABN: \_\_\_\_\_

Name of Trainer: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact No: Business \_\_\_\_\_ Contact No: Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**FACILITY REQUIRED:**

**SPORTING FACILITY**

**PARKS & RESERVES**

Facility Name: \_\_\_\_\_

Purpose of Hire: **PERSONAL TRAINING (ONE ON ONE)**  **BOOT CAMP/GROUP FITNESS**   
**CASUAL**  **OTHER (PLEASE SPECIFY)**

**LENGTH OF HIRE:**

**ANNUAL (12 MONTH) LICENSE**   
(1 trainer, 4 clients max)

**GROUP FITNESS PROGRAM**   
(Up to 6 weeks max)

**CASUAL**   
(Up to 2 hours)

**ANNUAL (12 MONTH) LICENSE**   
(1 trainer, 18 clients max)

**INSURANCE:**

All Hirers must provide Council, upon application, a copy of their current Public Liability Insurance which lists Wollondilly Shire Council as an interested party – with a minimum coverage of \$10 million.

Public Liability: \_\_\_\_\_ Insurer: \_\_\_\_\_

Policy No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**OTHER:**

Yes I have attached:

- Copy of Current Certificate of Currency for Public Liability and Professional Indemnity Insurance
- Evidence of registration with relevant body (i.e. FIA/ VETAB)
- Copy of Current Senior First Aid Certificate

**FLOODLIGHTING:**

- Should you require the use of floodlighting at a Sportsground please contact Council’s Facilities Coordinator on 4677 1123
- Please note floodlighting is not available at any Park or Reserve.

**VENUE/S AND DAYS/TIMES REQUIRED**

<b>PARK/SPORTSGROUND</b>				
<b>FIELD No</b>				
<b>ADD START AND FINISH TIMES FOR DAYS REQUIRED</b>	<b>DAYS</b>	<b>TIMES START:FINISH</b>	<b>DAYS</b>	<b>TIMES START:FINISH</b>
	MON		MON	
	TUES		TUES	
	WED		WED	
	THUR		THUR	
	FRI		FRI	
	SAT		SAT	
	SUN		SUN	
<b>PARK/SPORTSGROUND</b>				
<b>FIELD No</b>				
<b>ADD START AND FINISH TIMES FOR DAYS REQUIRED</b>	<b>DAYS</b>	<b>TIMES START:FINISH</b>	<b>DAYS</b>	<b>TIMES START:FINISH</b>
	MON		MON	
	TUES		TUES	
	WED		WED	
	THUR		THUR	
	FRI		FRI	
	SAT		SAT	
	SUN		SUN	

**AT NO TIMES SHALL A FITNESS GROUP OR THEIR PARTICIPANT/S USE A SPORTSGROUND, PARK OR RESERVE, UNLESS COUNCIL HAS ISSUED A LICENCE OR WRITTEN APPROVAL.**

**I BELIEVE THE INFORMATION PROVIDED ON THIS APPLICATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE. I HAVE READ THE CONDITIONS OF HIRE AND AGREE TO ABIDE BY THEM.**

**DATE:\_\_\_\_\_ SIGNATURE:\_\_\_\_\_ POSITION:\_\_\_\_\_**

*PLEASE NOTE: SHOULD YOU WISH TO MAKE ANY ALTERATIONS OR CHANGES TO YOUR HIRE AGREEMENT, YOU MUST SUBMIT A NEW FORM TO COUNCILS FACILITIES COORDINATOR.*

## **ADDITIONAL INFORMATION REQUIRED:**

### **Park's and Sportsgrounds Available for Personal Fitness Trainers**

The following Parks and Sportsgrounds are for hire for personal fitness purposes:

- Appin Park, Appin
- Appin AIS Sportsground, Appin
- Bargo Sportsground, Bargo
- Botanic Gardens, Picton
- Gundungurra Park, Belimbla Park
- Hume Oval, Picton
- Picton R.S.L Park
- Telopea Park, Buxton
- Tahmoor Sportsground, Tahmoor
- Thirlmere Memorial Park, Thirlmere
- Thirlmere Sportsground, Thirlmere
- Douglas Park Sportsground, Douglas Park
- Dudley Chesham Sportsground, The Oaks
- Victoria Park, Picton
- W.S. Williams Park, The Oaks
- Warragamba Recreation Reserve
- Warragamba Waterboard Oval
- Warragamba Sportsground
- Willis Park, Oakdale
- Wilton Recreation Reserve

**Please note Floodlighting is not available at any Park or Reserve. If you're hiring a Sportsground and require Flood Lights please contact Council's Facilities Coordinator on 4677 1123.**

### **Additional Cost:**

- If you require a key, a deposit will apply, as per Council's Fees and Charges.
- Floodlighting is available at Sportsgrounds; use will incur a charge as detailed in Council's adopted Fees & Charges.

### **Permissible fitness activities under the policy (subject to approval):**

Commercial fitness sessions are limited to the normal activities of a registered personal trainer, yoga teacher or the like which would include but is not limited to:

- Gym sessions (with or without weights, fit balls, skipping roped etc);
- Boxing and pad training;
- Organised aerobic activity;
- Yoga, Tai Chi and Pilates classes and like activities;
- Circuit training;
- Walking and running;
- Other appropriate cardio-vascular and muscular skeletal programs that are of benefits to a person's fitness including warming up and cooling down exercises.

### **Prohibited Activities:**

The following activities within public open space are prohibited under this policy:

- Aggressive or intimidating activities including combat training;
- Outdoor recreational activities conducted with amplified music or voice including megaphones or whistles;
- Organised ball sports and competitions are restricted to designated ovals, sportsgrounds or courts, which are subject to the payment of fees, as per Council's Fees and Charges;
- The soliciting of funds directly from park visitors or the public;
- The offering for sale of merchandise or the distribution of printed materials;
- The erection of advertising signs and banners without Council's written consent;
- The erection of signs, stakes, ropes, cones or tape which barricade or give the impression that areas have been designated for exclusive use;
- The inappropriate use of seating, picnic tables, rotundas, and other part infrastructure, except as permitted in the written booking confirmation.

### **Size of groups:**

Council officers will determine the number of persons permitted per group and the number of groups that are issued a licence. However, a licence **will not** be issued for groups that have more than **25** participants.

### **Termination:**

The Council reserves the right to terminate its agreement with a Hirer without notice if in its sole opinion it has determined that the trainer has failed to comply with the reasonable direction of its staff or has breached the Conditions of Hire or the terms of this Policy on the Use of Council's Reserves by Commercial Fitness Groups and Personal Trainers. A trainer whose Approval has been terminated can appeal in writing to the Facilities Coordinator, Wollondilly Shire Council PO Box 21, Picton NSW 2571.

### **Eligibility:**

Applications must be made by individual fitness trainers and the written booking confirmation will be issued in their name. Bookings will not be made available to companies or organisations for allocation to numerous employees. Each trainer requires a separate approval under a company.

The following criteria must be met to be eligible for a booking to be accepted for the provision of organised or commercial fitness training activities in Wollondilly Shire Council's public parks and reserves. Evidence of the following must be provided at the time of the application:

- Evidence in completing accredited courses specific to the type of activity being instructed. The course must be endorsed by Fitness Australia and/or VETAB providers such as TAFE and Universities;
- Current Senior First Aid Certificate;
- Current Public Liability Insurance which lists Wollondilly Shire Council as an interested party with a minimum of \$10 million coverage;
- Current professional indemnity Insurance.

#### **Allocation of Permits:**

A licence will be valid to the date specified on permit and will authorise each trainer to use community and/or Crown land for fitness activities in accordance with Council's Adopted Policy and Fees & Charges for use of Public Open Space by Commercial Fitness Groups and Personal Trainers on a non-exclusive basis.

Applications for licences and the number of licences to be issued will be determined by Council Officers taking into account the following factors:

- Usage demand, intensity of use of the area and times requested;
- Number of approved trainers already in the area;
- Type of activities to be undertaken;
- The potential impact on other users and neighbouring residents during the times requested;
- Whether the activities will contribute to increasing congestion or user conflict in the area.

In considering the above, Council Officers may decide to:

- Approve an Application under section 68 – Part D Community land – of the Local Government Act 1993;
- Confirm a booking with restrictions on the number of people and types of activities, group size and the time and location on the activities;
- Not approve the application.

## **CONDITIONS OF HIRE**

Hirers must read and sign under a User Agreement in regards to Risk Assessment, prior to commencing commercial fitness activities, inspect the immediate area to ensure no hazards are evident, and take appropriate measures to remove those hazards or alternately move the training site. Hirers must also immediately report to Council the hazard or any other hazardous matters observed during the training that may require Council's attention.

This policy and the Conditions of Hire outline in their written confirmation of booking, commercial fitness training activity operators:

- Must always conduct themselves in accordance with the Fitness Australia Code of Conduct in a proper and orderly manner and be considerate to other reserve users and surrounding residents;
- Must not create any noise from training activities that unreasonably disturbs other users and surrounding residents;
- Must ensure that all noise associated with their activities does not include offensive noise as defined by the Protection of the Environment Operation Act 1997.

Hirers must ensure that any training group for which they are responsible, runs in single file when running in narrow areas (i.e. along footpaths, stairways and cycle ways), and always give way to pedestrians/cyclists using those areas. Hirers must also ensure that any activities conducted outside their licensed area does not interfere with any Council approved or booked activity, or impact on the enjoyment of such passive use.

Hirers must leave the training area the same condition it was at the commencement of the training session.

Each individual must only provide the activities for which they are suitably qualified, and manage the activities to minimize wear and tear on grassed areas (this includes rotating within the designated area and/or alternating activities).

Hirers must take out and maintain in their name, for the full duration of the term of the License Agreement, Public Liability Insurance for a minimum of \$10 million listing Wollondilly Shire Council as an interested party and produce documentary evidence of this, submitting, at the time of application to hire and at the time of renewal of said policy.

Council will accept no responsibility or liability for any interruption to business caused by the need for Council or any other authorized body to carry out any special event or any type of maintenance works on the approved public open space, inclement weather or any other interruption to business caused.