



## FAQs about commercial activity permits

Here are some of the most frequently asked questions about conducting a commercial activity on Sydney Harbour Federation Trust (Harbour Trust) land. We hope this helps with your decision-making and we look forward to seeing you soon.

### Who needs a permit?

A permit is required by any individual or organisation undertaking commercial activity on Harbour Trust land.

### What is a commercial activity?

A commercial activity includes, but is not limited to, the following characteristics:

- The primary purpose of the activity is to make a profit.
- A service is being offered by an individual being remunerated with a fee for their service (e.g. sports coach, instructor, tour guide).
- An activity, tour, course or transport is provided free of charge, but in conjunction with another commercial product or service.
- The activity is ongoing or regular.
- An entry or participation fee is being collected over and above those costs associated with conducting the activity.
- The activity is open to the general public as well as a specific membership group.

### What commercial activities require a permit?

Some examples of commercial activities requiring a permit are:

- Guided tours
- Events
- Filming and photography
- Orienteering
- Bike riding tours or lessons
- Photography classes
- Painting classes

### What does the permit allow?

The permit allows for a proposed commercial activity to take place on Sydney Harbour Federation Trust land within the date, time and location approved by the Harbour Trust.

Permits are intended for low-risk and low-impact activities. For enquiries regarding larger commercial activities, please contact the Harbour Trust by emailing [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au).

### What activities are prohibited?

The following activities are prohibited on Harbour Trust land and property:

- Use of a vehicle on a road not accessible to the public
- Disorderly or annoying behaviour
- Entering restricted areas
- Any fishing in Harbour Trust waters

- Attachment of decorations or signs to buildings or any other fixed structures
- High-risk activities
- Use of naked flames or fire
- Blocking of any public access areas
- Alcohol consumption
- Disturbance of land, or any flora or fauna on any Harbour Trust site (e.g. endangered bandicoots)
- Operation of drones

For any enquiries regarding potential prohibited activities, please contact the Harbour Trust by emailing [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au).

## What types of permits can I apply for?

You can apply for a permit on a casual basis or a permit valid up to 12 months.

Permit type	Details	Fee (including GST)
Casual	One-off activity, 1-24 people	\$96.25
Casual	One-off activity, 25-49 people	\$192.50
Casual	One-off activity, 50-100 people	\$385
12 month	Up to one activity per month or a total of 12 activities within one year (up to 100 people)	\$1,100

For information regarding permits longer than 12 months, please contact the Harbour Trust by emailing [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au).

## Do I need to notify the Harbour Trust of the date I will be conducting my commercial activity?

Yes, we ask that you contact the Harbour Trust ahead of your scheduled date to ensure there are no other events occurring that may impact your activity.

To avoid disappointment, please contact the Harbour Trust by emailing [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au).

## Do I require insurance to be issued a permit?

Yes, the following types of insurance are required and need to be valid for the entire time a permit is issued:

- Public Liability Insurance — for at least \$20 million arising from any one event resulting in the death or injury of persons, or loss or damage to property.
- Any other insurance and indemnity requirements relevant to the type of activity you are proposing.

Depending on the commercial activity taking place, certification of accreditation may also be required.

## Can we serve food and drinks to our participants?

The consumption of alcohol and the preparation of food is not permitted during commercial activities, however premade food or packaged food is allowed (e.g. sandwiches, chips). All of our venues have great cafe options that can cater for your food and beverage requirements. Please enquire at [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) for catering options at a specific site.

## Is power available at my preferred site?

Power is not available, and generators are not permitted.

## What facilities are available?

Each site has different facilities available for public use. We recommend a site visit prior to the date of your activity to ensure it meets your requirements.

Visit [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au) for more information on public facilities available at our sites.

## Can I have speakers, amplified sound or live music?

The use of any amplified sound or live music must be approved prior to a permit being issued. Please note that noise must be kept to a minimum to avoid the annoyance or disturbance of other visitors or local residents.

## Is the use of candles or open fire devices permitted?

The presence of any open flame is not permitted.

## Is parking available at my preferred site?

Free and/or paid parking is limited at each site and the Harbour Trust cannot reserve any parking prior to your activity. There are various public transport options to each site and it is recommended that you visit the site prior to booking to ensure it meets your requirements. Booking alternative modes of transport to/from each site is also highly recommended.

## How will my permit fee be used by the Harbour Trust?

All revenues generated by the Sydney Harbour Federation Trust from venue hire and events are used to fund the work we do on our properties, from restoring archaeological relics and bushland to improving access and amenities for visitors.

## What penalties apply if I don't have a valid permit?

It is an offence to conduct a commercial activity within Harbour Trust land without a permit.

If you or your business is found conducting a commercial activity on Harbour Trust land without a permit, you may be issued with an infringement notice or prosecuted through the court system.

## How do I make a booking?

Follow these 3 steps to book your commercial activity:

1. Download and fill out the Harbour Trust's *commercial activity permit application form*.
2. Submit the completed form together with your booking fee to:

Sydney Harbour Federation Trust  
PO Box 607  
Mosman NSW 2088

OR

Scan and email to: [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au)

3. We will respond to your booking via the email address provided. Please note that your booking is NOT confirmed until you receive the hire agreement signed by a Sydney Harbour Federation Trust signatory.

You must be issued with a permit before you can begin your commercial activity.

## Any other questions?

We're here to help, so don't hesitate to email us at [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au).

Harbour Trust



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