



## Commercial activity permit application form

### How it works

- This form is used to submit an application to obtain a Commercial activity permit to conduct activities for commercial gain on Sydney Harbour Federation Trust (Harbour Trust) land.
- Prior to submitting this form please check availability of your nominated site by emailing us at **licensing@harbourtrust.gov.au**
- Your application form needs to be submitted at least 2 weeks in advance of the commercial activity taking place.
- Upon submitting your application you will receive a response within 2 working days.
- Please read the *commercial activity terms and conditions* (at the end of this form) before completing your application.
- Bookings are not confirmed until you have made full payment and receive a booking confirmation email from the Harbour Trust.

### Fees and charges

The applicant agrees to pay all fees and charges for the booking and use of Harbour Trust ceremony sites. Cancellations are only accepted up to 14 days prior to the permit commencement date and all refunds are subject to a \$250 administration fee. For cancellations due to wet weather please refer to terms and conditions.

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	\$1,100

#### Your details

Applicant's full name		Contact number	
Postal address			
Email address			

#### Your business details

Business name		ABN	
Business address			

## Commercial activity details

Please be advised that all sites have specific terms and conditions. Find more information on the *commercial activity FAQs* page.

### Activity type (Please tick what type of commercial activity will you be conducting)

- Event    Team building    Filming/photography course    Guided tour    Sports activity
- Other (please specify)

### Please describe your activity in more detail:

### Permit type (Please tick the permit you are applying for)

- Casual permit    12 month permit

### Activity details

#### Proposed site: (please tick relevant site)

Cockatoo Island	<input type="checkbox"/>	Sub Base Platypus, North Sydney	<input type="checkbox"/>
Headland Park, Mosman	<input type="checkbox"/>	Macquarie Lightstation, Vaucluse	<input type="checkbox"/>
North Head Sanctuary, Manly	<input type="checkbox"/>	Woolwich Dock and Parklands	<input type="checkbox"/>
Date requested		Start time	
Number of guests		Finish time	

For multiple date requests you will need to notify the Harbour Trust by emailing [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au)

### Equipment (Please indicate if you will be bringing any equipment on site)

### Public Liability Insurance

The standard level of Public Liability Insurance that the Harbour Trust requires from commercial activity operators is \$20,000,000. A copy of the applicants Public Liability Insurance will need to be attached when submitting this form.

Have you attached a copy of your Public Liability Insurance to this form?  Yes    No

## Terms and conditions for commercial activity permit

1. This permit is only valid for publically accessible areas. The permit holder should check with the Harbour Trust prior to arrival to confirm availability of the desired public area.
2. This permit does not warrant exclusive use of any site or space. The restriction of public access to the location through signage, fencing etc is not permitted.
3. Usage of the approved location is at your own risk.
4. The applicant must ensure that the location of the activity will be protected from any damage. Please note:
  - a) Attachment of decorations or signs to buildings or any other fixed structures is not permitted.
  - b) Any damage to the activity location (including but not limited to buildings, heritage sites, grass, trees, gardens, plantings or walkways) will be restored to the Harbour Trust's satisfaction at the cost of the applicant.
  - c) The use of confetti, rice, candles, or open flame devices is prohibited.
5. The Harbour Trust does not take responsibility for loss, theft, cost, expense or damage arising directly or indirectly from use of the activity location.
6. The applicant is at all times responsible for making guests aware of the potential dangers of the site and is responsible for the conduct of those attending the activity.
7. Noise from the commercial activity must not disturb or inconvenience any other activities, visitors or local residents.
8. The use of any temporary weighted structure is not authorised.
9. The consumption of alcohol is prohibited.
10. The activity location must be left clean and tidy with all rubbish removed and disposed of responsibly.
11. A copy of the applicant's Public Liability Insurance for \$20 million must accompany the application.
12. The Harbour Trust reserves the right to cancel this permit at any time.
13. The applicant agrees to pay all fees and charges at time of booking.
14. Cancellations are only accepted, in writing, up to 14 days prior to the booking date and all refunds are subject to a \$250 administration fee.
15. It is understood that the applicant will conduct the function in an orderly manner in full compliance with the venue management plan. This will include and not be limited to maintaining reasonable noise levels, adhering to the WH&S regulations of NSW, adhering to smoking legislation etc. The applicant and the applicant's guests must comply with all relevant laws including the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2001*, which can be found at **[www.harbourtrust.gov.au](http://www.harbourtrust.gov.au)**
16. Parking at Harbour Trust sites is limited and unreserved. It is the responsibility of the applicant to organise parking for the activity location. Group transport must be arranged for activities exceeding 40 people due to limited spaces.
17. The Harbour Trust reserves the right to take photos of any event and to use them for internal and marketing purposes.
18. Applicants are financially responsible for any damage sustained to the venue by the applicant, the applicant's guests, invitees or other people attending. This can include, and is not limited to, extra cleaning charges, the cost to repair damaged furniture etc.
19. This agreement is for low-risk/low-impact commercial activities.

## Extra site-specific terms and conditions

### For Cockatoo Island

20. Passengers may disembark at the nominated public wharves, but private water transport must not interfere with public ferries or other vessels using these wharves. Short-term berthing for vessels up to six metres is available for hire on Cockatoo Island. Please visit **[www.cockatoomarine.com.au](http://www.cockatoomarine.com.au)** for more details. Vessels may not wait or berth at the public wharves under any circumstances to prevent interference with other users. Fines may apply.

21. Cockatoo Island contains trip hazards and stairs, and a steep incline to the plateau of the Island. The applicant must make own arrangements to get around the Island.

### For Georges Heights lookout

22. Public access to the circular stone platform, walkway, steps and gun emplacements must be maintained at all times. Activities may not take place on the circular stone platform.
23. The applicant is prohibited from covering the grills at Georges Heights lookout.

I have read, acknowledge and agree to comply with the conditions of usage provided in this application.

Applicant name	Applicant signature	Date
		/ /

On behalf of the Sydney Harbour Federation Trust:

Name	Signature	Date
		/ /

### Payment

- In order to lodge your application, please fill out the following payment details.
- A 3% surcharge applies to American Express cards.
- Diners Club cards are not accepted.

Credit card details			
Name on card		Expiry date	/ /
Credit card type	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express		
Credit card number		Total amount	\$

I authorise my credit card to be charged the full Venue Hire Fee.

I am aware that the supplied credit card may be used to reimburse the Harbour Trust for any damages, including cleaning or rubbish removal from this period of Hire. The Harbour Trust will advise before charging the card.

Card holder's signature		Date	/ /
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Harbour Trust



Australian Government  
Sydney Harbour Federation Trust

