

Seasonal Application – Outdoor Trainers

Winter – 1 April to 30 September

Year _____

Summer – 1 October to 31 March

Year _____

Other

From ____ / ____ / ____ to ____ / ____ / ____

(Please indicate relevant season)

Section 1 – Applicant Details

Applicant Name

Business Name

Postal Address

Suburb

Post Code

Telephone Number

Mobile Number

Email Address

Website Address

Section 2 – Documentation Required (Evidence of the following must be supplied)

1. Peak Body Registration (essential) – Fitness Victoria, Kinnect or other recognised peak body

Name of Peak Body

Registration Number

Registration Dates

From ____ / ____ / ____ to ____ / ____ / ____

2. Public Liability Insurance (essential) – Certificate of currency not less than \$10 million

Name of Insurance

Amount of Insurance

Date of Insurance

From ____ / ____ / ____ to ____ / ____ / ____

3. Professional Indemnity Insurance (optional) – Certificate of currency

Name of Insurance

Amount of Insurance

Date of Insurance

From ____ / ____ / ____ to ____ / ____ / ____

Section 3 – Employee Details (please list any trainers employed under the company)

Employee Name 1. _____

Employee Name 2. _____

Employee Name 3. _____

Employee Name 4. _____

****Please provide evidence of the documentation required in section 2 for each employee listed above.****Section 4 – Fee Structure**

Seasonal Fee (from 1 April – 30 September) \$550.00

Seasonal Fee (from 1 October – 31 March) \$550.00

Section 5 – Allocation Request Details

Location _____

Melways Ref _____

Nature of Activity _____

Equipment Used _____

Start Date _____

Completion Date _____

Number of members _____

Section 6 – Time Table (Please list session times and average number participants attending each session on the below table)

	Session 1	Session 2	Session 3	Session 4	Session 5
Monday	e.g. 6am – 7am. With approx. 12 ppl.	e.g. 8am-9am With approx 15 ppl.	e.g. 6pm-7pm With approx. 10 ppl.		
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Please attach further allocation request information on separate sheet if required.

Section 7 – Application and Approval Procedure

- Read and accept the terms and conditions outlined in the “Outdoor Training - Terms and Conditions for the use of Council Open Space”
- Complete the application form attaching copies of the required documentation (Section 2)
- Submit your application and any supporting documentation not less than 8 weeks prior to the commencement of the season or 8 weeks prior to commencing training activities.
- An officer will assess your application and notify you of the outcome of the assessment 4 weeks prior to the commencement of the season.
- Applications that are made during the season will be assessed within 4 weeks from Council’s receipt of the application. If approved you will be invoiced on a pro-rata basis from the commencement date of the permit to end of your requested use or the current season.
- You will receive the permit and invoice with the appropriate fee if your application has been approved.
- If Council determines that the permit is not being reasonably utilised it may cancel the permit.
- A permit may be terminated by Council if the commercial fitness provider breaches the terms and conditions under agreement with Council.

Section 8 – Privacy Statement

Council respects all personal and confidential information you give and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of Council Services in accordance with Council’s powers, functions and purposes under the Local Government Act 1989 and other relevant legislation. It may also be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Customer Service on (03) 9490 4222.

Please tick the below box if you wish Council to make your contact name and phone number available to individuals and/or organisations for the purpose the enquiries relating to your programs and services.

I..... wish to make my contact name and phone number available to individuals and/or organisations for the purpose the enquiries related to my programs and services.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Signature _____ Date _____

Section 9 – Declaration

As the applicant or the authorised agent of the applicant, I have read and understood the terms and conditions for the use of “Outdoor Training -Terms and Conditions for the use of Council Open Space ” & hereby agree to comply with these conditions.

As the applicant or the authorised agent of the applicant, I agree to pay all amounts owed to Council in accordance with the fees outlined in the “Outdoor Training -Terms and Conditions for the use of Council Open Space ” should the application be approved.

Signature _____ Date _____

Print name _____