Email completed form to [**cpage@hornsby.nsw.gov.au**](mailto:cpage@hornsby.nsw.gov.au%20) by clicking on File>>Save & Send >>Send using E-Mail>>Send as an attachment or alternatively fax form

**Minimum 24 hours’ notice is required before the time required by applicant**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant’s Name: | | | | | | | | | |
| Preferred contact number: | | | | | | | Alternate contact number: | | |
| Email: | | | | | | | | | |
| Destination e.g. Dangar Is, Wobby Beach: | | | | | | | | | |
| ***A Street address for Dangar Island*** ***is required:*** | | | | | | | | | |
| Required Booking Date: | | | | | | | **\***Required Booking Time: | | |
| Approximate time required at loading dock: | | | | | | | | | |
| Type of goods or equipment transported: | | | | | | | | | |
| Vehicle type: e.g. Semi-Trailer, Truck-Bogie: | | | | | | | | | |
| Vehicle length: | | | | Gross Vehicle Mass (GVM):  **(GVM) must not exceed 24 tonnes on the loading dock at anytime** | | | | | |
| **Loading Dock** | | | | | | | | | |
| Parsley Bay | |  | Dangar Island | | |  | | Other |  |
| Operating Procedures | | | | | | | | | |
| 1 | The Applicant shall adhere to these Operating Procedures and Hornsby Shire Council Officer otherwise permission may be withdrawn or refused. | | | | | | | | |
| 2 | Failure to give Hornsby Shire Council 24 hours’ notice of your proposed use of any Council’s owned facilities, may lead to your Application being denied. | | | | | | | | |
| 3 | Upon Council’s Asset Technical Officer receipt of applicant’s completed Loading Dock Access application form, applicant will receive notification by email or fax usually within 24 hours whether or not Council’s indicated loading dock facility will be available for use. | | | | | | | | |
| 4 | A separate application form is required per booking or for more than one booking for the same day yet separate time. | | | | | | | | |
| 5 | As the **loading docks** are of a limited size **all** vehicular type, length and gross weight **must** be completed prior to submitting this form. | | | | | | | | |
| 6 | The storing of goods, materials or equipment on any of Council’s Foreshore Facilities is prohibited**.** Penalties apply. | | | | | | | | |
| 7 | The Applicant will be responsible for any damage to the facilities resulting from incorrect loading i.e. weights, non-advice or access road to the **Loading Dock or Boat Ramp**. | | | | | | | | |
| 8 | Council fully owns and controls use of their Foreshore facilities. Any instructions to usage are not optional but mandatory. Council is always willing to co-operate with facility user(s) but the user(s) must appreciate that Council through its representatives is empowered to enforce requirements to ensure that no detriment is caused to any facility. Council under the Local Government Act has the power and will invoke these laws as required. | | | | | | | | |
| 9 | *Special Approval is required* for Barges using Council’s boat ramp at any time from Council’s Asset Technical Officer. | | | | | | | | |
| By signing this form the applicant agrees to comply with the abovementioned Operating Procedures and Council’s representatives. | | | | | Permission is granted when signed by Council’s Officer:  Dangar Island Loading Dock  tick approved and  Parsley Bay Loading Dock  delete non-use option | | | | |
| Applicant’s Signature: | | | | | Council Officer’s Signature: | | | | |
| Print Name: | | | | | Council Officer’s Printed Name: | | | | |
| Date: | | | | | Date: | | | | |