



**Holroyd City Council**

16 Memorial Avenue, Merrylands NSW 2160  
PO Box 42, Merrylands NSW 2160  
Website: [www.holroyd.nsw.gov.au](http://www.holroyd.nsw.gov.au)

Tel: (02) 9840 9840  
Fax: (02) 9840 9734  
Email: [hcc@holroyd.nsw.gov.au](mailto:hcc@holroyd.nsw.gov.au)

Application for Permit for  
**USE OF PUBLIC OPEN SPACE BY  
FITNESS GROUPS AND PERSONAL TRAINERS**

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**Note:** Refer to Use of Public Open Spaces by Fitness Groups and Personal Trainers Policy prior to completion of this form. Submission of this form does not guarantee approval. Council or the Park Committee may contact you for further information.

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**Applicant:** Name: .....  
Company: .....  
Address: .....  
Postal Address: .....  
Telephones: B/H..... A/H..... Mob..... Fax.....  
Email: ..... Website: .....

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**Activity:** Nature of activities: .....  
.....  
.....  
.....  
Number of people:  Up to two (2)  Up to ten (10)  Up to eighteen (18)  
Day(s) of week: .....  
Date to start permit: ..... End Date of Permit: .....  
Times: From: ..... To: .....  
Equipment/special requirements: .....  
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.....  
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**Location:** .....  
.....  
*For details of available open space venues see Council’s website or contact Council on (02) 9840 9840*

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**Insurance:** All applicants for Fitness Groups and Personal Trainers Permits, must provide a valid Certificate of Currency for a public liability policy with a minimum cover of \$10 million for the period of activity, naming Holroyd City Council as an interested party.

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**Agreement:** As the applicant or the authorised agent of the applicant, I have read the “Use of Public Open Space by Fitness Groups and Personal Trainers” policy and agree to comply with all conditions stated in the policy, on this form and in any permit issued regarding this application.

Signature: ..... Date: .....  
*Please note: unsigned applications may not be processed.*

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

### **Fees**

Fees apply and must be paid prior to commencement of activities. For current fees and charges contact Council on 9840 9840.

### **Documentation required**

- Current Senior First Aid Certificate
- Evidence of Public Liability Insurance cover minimum value \$10 million naming Holroyd City Council as an interested party.
- Registered with Fitness Australia

### **Application and approval procedure**

- Read policy for '*Use of Public Open Space by Fitness Groups and Personal Trainers*'.
- Complete this application form attaching a copy of current Senior First Aid Certificate, evidence of Public Liability Insurance cover minimum value \$10 million and indemnifying Holroyd City Council and Fitness Australia registration.
- Attach to your application any other supporting documentation. Examples include:
  - A copy of a roster of your program/activities
  - A site map highlighting the locations of intended use.
  - List of trainers/support staff that apply to the licence permit.
- Submit your application and supporting documentation to Council.
- If your application has been approved, an invoice stating the appropriate licence (permit) fee will be sent to you. Your permit and permit identification card will be sent to you once payment has been received and confirmed.

### **Method of payment**

Cash payment in person                      Holroyd City Council Customer Service Centre  
16 Memorial Avenue  
Merrylands (between the hours of 8am and 4.30pm)  
or to Relevant Park Committee

Cheque payment by mail                      Holroyd City Council  
PO Box 42  
MERRYLANDS NSW 2160  
or to relevant Park Committee

Cheques to be made payable to **Holroyd City Council or relevant Park Committee**

### **General conditions**

Signing the application form means agreeing to:

- Pay the applicable fees.
- Comply with all conditions within the 'Use of Public Open Space by Fitness Groups and Personal Trainers' policy and on the permit.

### **PRIVACY**

The personal information supplied on this form is required in order to provide the service requested. It will be used by Council staff and stored in our record system for only as long as necessary.

#### **Office Use Only:**

In accordance with Council's policy, this application has been:

- Approved                                       Not Approved                                       More information required.