



Events Enquiry Form for HCCDC owned land at Honeysuckle

Please complete and email this form to Hunter & Central Coast Development Corporation at events@hccdc.nsw.gov.au

The Corporation is unable to consider your request for space until all the information required is provided. Access to the space is not confirmed until a licence is signed by both parties. It is preferable for this application to be received a minimum of 30 days prior to the proposed commencement date.

Event Details

Proposed area shown on attached plan

Yes No

Please show the area required on the plan including access routes

Date and time required

Type of use or event

Event Purpose

Commercial Charity

Activities proposed

Power required

Three Phase power required Single Phase power required

Power not required

Temporary structures

Engineering certification attached

Mobile equipment

Specification sheet must be provided for any boom or scissorlift equipment to ensure compliance with 10t axle loading limitation on promenade.

You must provide a detailed description of what activities you propose for the space including what equipment or vehicles will be brought onto or installed within the space and where. Please use additional pages if the above space is insufficient to provide the required detail

Number of attendees expected

Hunter & Central Coast Development Corporation

Newcastle Office:

Suite B, Level 5/26 Honeysuckle Drive, Newcastle NSW 2300
PO Box 813, Newcastle NSW 2300
T 02 4904 2750 | F 02 4904 2751 | E info@hccdc.nsw.gov.au

hccdc.nsw.gov.au

Central Coast Office:

Building 22, Carinya Street, Mt Penang Parklands, Kariiong NSW 2250
PO Box 7120, Kariiong NSW 2250
T 02 4340 1002 | E info@hccdc.nsw.gov.au





Applicant Details

Organisation name

ABN/ACN

The Licensee must be a legal entity and full details of the legal name to be provided. A business or trading name is not sufficient.

Organisation type

- | | |
|--|--|
| <input type="checkbox"/> Proprietary Limited company | <input type="checkbox"/> Incorporated Association |
| <input type="checkbox"/> Limited company* | <input type="checkbox"/> Unincorporated Association |
| <input type="checkbox"/> Sole trader | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Charity | <input type="checkbox"/> Not for Profit |
| *Is company limited by guarantee? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Name of contact officer

Postal address

Email

Phone

Mobile

Other Information

Evidence of insurance

- Yes No

You must provide current certificates of currency for Public Liability and Workers Compensation insurance in the name of the Licensee. If you submit certificates for a different entity or you are unable to submit Workers Compensation certificates you must explain why in full.

Access Management & Risk Assessment Plan

- Attached Not Attached Not Applicable

Stakeholder Engagement Plan

- Attached Not Attached Not Applicable

You must provide an Access Management & Risk Assessment Plan 7 days prior to the event and a Stakeholder Engagement Plan 28 days prior to the event.

Fee

HCCDC to advise following receipt of booking form and all required information

Hunter & Central Coast Development Corporation

Newcastle Office:

Suite B, Level 5/26 Honeysuckle Drive, Newcastle NSW 2300
PO Box 813, Newcastle NSW 2300
T 02 4904 2750 | F 02 4904 2751 | E info@hccdc.nsw.gov.au

hccdc.nsw.gov.au

Central Coast Office:

Building 22, Carinya Street, Mt Penang Parklands, Kariong NSW 2250
PO Box 7120, Kariong NSW 2250
T 02 4340 1002 | E info@hccdc.nsw.gov.au

