

# 2024 - Physical Activity Application Form

## Form Preview

### Introduction

Please ensure you include all requested information, as it is required to process your application.

Approval of applications may take up to **2 weeks** to be processed, dependent on the number of sessions requested and complexity of your application. Any required information that is not provided in this form will delay your permit approval.

For all enquiries please contact Community Facilities on **9243 8888** or at **halls@mvcc.vic.gov.au**.

### Do I need a physical activity permit?

If you have **four or more participants** in your class, you will require a permit to operate your business from a park or reserve in Moonee Valley.

Council is waiving all fees relating to physical activity permits in 2024.

Get in touch with the Community Facilities team at **halls@mvcc.vic.gov.au** to discuss your activity.

### How does Covid-19 impact my permit?

Physical activity providers and participants must adhere to all up to date government regulations and advice which can be [found here](#).

### Helpful information for completing this form:

Please remember to click **SAVE** as you go! This form may take some time to complete, so you are able to log out and return to your saved form at another time.

#### How to upload documents:

1. Scan or take a very clear photo of the document
2. Save the file to your computer or an external drive
3. Select the relevant file by clicking Browse and upload

#### How to PRINT or download application as a PDF:

1. Go to the navigation menu on the left side of the screen
2. Click on 'Review & Submit' at the bottom of the list (don't worry, it will not submit your application)
3. Click on the '**Download PDF**' button at the top of the screen
4. You may now save, and email or print form

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### Hire Information and Organisation Details

\* indicates a required field

#### Applicant \*

Individual  Organisation

Organisation Name

First Name

Last Name

If you are representing a community group, organisation, school or business, please apply as an organisation

#### Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Email \*

Must be an email address.

#### Phone Number \*

Must be an Australian phone number.

### Organisation Details

#### Does your group/organisation have an Australian Business Number (ABN)? \*

- Yes  
 No

#### Please provide your ABN:

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

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ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

## Session Details

\* indicates a required field

**Please list all locations, days and times for sessions you wish to run (including any setup and pack down time) \***

The locations below may be appropriate for physical activity permits (provided no other activity has been allocated or scheduled in the space at your requested time). Please contact our Sport and Recreation team for more specific information on your proposed location.

We will also take into consideration any parking available, noise that may impact residents and the condition of the surface on which you wish to undertake your activity.

### **ABERFELDIE**

Aberfeldie Park  
Afton Reserve  
Riverside Park  
Smiley Crescent

### **AIRPORT WEST**

AJ Davis Reserve  
Etzel Reserve  
Hansen Reserve  
Mc Namara Reserve  
Weather Station Park

### **ASCOT VALE**

### **AVONDALE HEIGHTS ESSENDON**

Canning Street Reserve  
Chantilly Reserve  
Crossway South Reserve  
Doyle Street Reserve  
Frank Grech Reserve  
Monte Carlo Reserve  
Rhonda Reserve  
Ridge East Reserve  
Ridge West Reserve  
River Reserve  
Riviera Reserve

Allison Reserve  
Bradshaw Reserve  
Buckley Park  
Clarinda Park  
Clifton Park  
Coleman Mews Reserve  
Cross Keys Reserve  
Fanny Reserve  
Five Mile Creek Reserve  
Lincoln Park  
LT Thompson Reserve  
Montgomery Reserve

### **MOONEE PONDS**

Maribyrnong Park  
Ormond Park  
Queens Park  
Steele Street Reserve

### **NIDDRIE**

Goble Reserve  
Kelvin Close Reserve

### **STRATHMORE**

Alf Pearce Reserve  
Boeing Reserve  
Hillsyde Reserve

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Cousins Reserve  
Fenton Reserve  
Victory Park  
Walter Reserve

South Gateway Reserve  
Thompson Reserve

Salmon Reserve  
Woodlands Park

KT Smith Reserve  
Lebanon Reserve  
Melissa Reserve  
Strathnaver Reserve

### **EAST KEILOR**

Arcade Way Reserve  
Border Drive Reserve  
Chappel Place Reserve  
Heatherlea Reserve

JH Allan Reserve  
Moyangul Reserve  
Overland Reserve  
Parkside Reserve  
Quinn Grove Reserve  
Rosehill Reserve  
Spring Gully Reserve  
Sterling South Reserve

### **ESSENDON WEST**

Bourke Street Reserve  
Clydebank Reserve  
Lily Reserve  
Neil Heinz Reserve

### **FLEMINGTON**

Debney Park

### **STRATHMORE HEIGHTS**

Collier Park  
Strathaird Reserve

### **TRAVANCORE**

Delhi Reserve  
Travancore Reserve

**Session Description (and planned activities): \***

Please be as descriptive as possible, outlining what the community can expect from the session

**Start Date: \***

Must be a date.  
What date do you intend to commence your sessions?

**Expected number of attendees per session: \***

**How will you address the needs of people of different genders in the design and management of your initiative? \***

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### Public and School Holidays

\* indicates a required field

Council understands that many groups choose not to meet on public holidays and during school holidays.

#### **School holiday dates in 2024:**

First Day of School  
30 Jan 2024(Tue)

#### **Term 1 Holidays (Autumn)**

29 Mar 2024(Fri)  
14 Apr 2024(Sun)

#### **Term 2 Holidays (Winter)**

29 Jun 2024(Sat)  
14 Jul 2024(Sun)

#### **Term 3 Holidays (Spring)**

21 Sep 2024(Sat)  
6 Oct 2024(Sun)

#### **Term 4 Holidays (Summer)**

21 Dec 2024(Sat)  
28 Jan 2025(Tue)

#### **Public holiday dates in 2024:**

**New Years Day**  
Monday 1 January

**Australia Day**  
Friday 26 January

**Labour Day**  
Monday 11 March

**Good Friday**  
Friday 29 March

**Saturday before Easter Sunday**  
Saturday 30 March

**Easter Sunday**  
Sunday 31 March

**Easter Monday**

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Monday 1 April

### **ANZAC Day**

Thursday 25 April

### **King's Birthday**

Monday 10 June

### **Friday before the AFL Grand Final**

Subject to AFL schedule

### **Melbourne Cup**

Tuesday 5 November

### **Christmas Day**

Wednesday 25 December

### **Boxing Day**

Thursday 26 December

### **Do you require use of the facility during school holiday? \***

- Yes
- No

### **Do you require use of the facility on public holidays? \***

- Yes
- No

## Group/Organisation Information

\* indicates a required field

This section is for the purpose of gaining more information about our hirers.

### **How many members does your group/organisation have? \***

Must be a number.

### **Please identify applicable groups your activity will support: \***

- Aboriginal and Torres Straight Islander Peoples
- Carers
- Children of all ages, with specific attention to the first thousand days (pregnancy to two years old)
- Culturally and Linguistically Diverse (CALD)
- Homeless people and/or those in housing stress
- Lesbian, Gay, Bisexual, Trans and Gender Diverse, Intersex, Queer, Asexual and all other identities (LGBTIQ+)
- Older people (over 65 years)
- People with disability or mentally ill

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- Women and girls
- Young people (aged 12-25 years)
- N/A

**What percentage of your groups participants reside in Moonee Valley? \***

Must be a number.

**What is the approximate percentage of attendees by gender at your activity?**

**Male**

**Female**

**Non-binary/gender  
diverse**

**Prefer not to say**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Must be a number.	Must be a number.	Must be a number.	Must be a number.

## Group/Organisation Fees

**What are the rates/fees paid by participants for your group/activity? \***

## Access and Inclusion

Resources for groups/organisations to increase capacity for inclusion can be found on our website [here](#).

**Please describe what practices your club/organisation implement to support participants with a disability. \***

**How can the community find out more about your organisation?**

**Website**

Must be a URL.

**Email**

Must be an email address.

**Phone Number**

Must be an Australian phone number.

**Our group/organisation contact details can be made publicly available? \***

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- Yes
- No

## Site Map, Insurance, First Aid, Qualifications and Registration

\* indicates a required field

### Site Plan

The site plan is vital and must show an **aerial view of the park or reserve you plan to use**. Please be sure to indicate specific areas within the space that you plan to deliver your activity.

**Note: You will not have any vehicle access to the site**

#### Site Plan

Attach a file:

### Insurance, First Aid, Qualifications and Registration

Council requires all physical activity providers to have adequate public liability insurance cover and professional indemnity insurance, with a minimum of \$20 million coverage. It protects against claims of personal injury or property damage that a third party suffers (or claims to have suffered) as a result of the activity.

**Please note that your insurance must be in the name of the permit applicant.**

We also require copies of:

- Current First Aid (including CPR)
- Certificate IV in Fitness or other qualification relevant to your industry,
- Proof of registration with peak recognised body for your industry.

#### **Current Certificate of Currency for Public Liability Insurance \***

Attach a file:

Please ensure your certificate is current and not expired. A file must be attached in order to submit this form.

#### **Current Certificate of Currency for Professional Indemnity Insurance \***

Attach a file:

Please ensure your certificate is current and not expired. A file must be attached in order to submit this form.

#### **Current First Aid and CPR certificate \***

Attach a file:



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All documents must be current. If you are applying for a business permit you must upload certificates for additional trainers at the end of this form under Additional Information

### **Cert IV in Fitness or other recognised qualification for your industry \***

Attach a file:

### **Proof of registration with a peak recognised body relevant to your industry \***

Attach a file:

## Job Safety Analysis and COVID-19 safety

\* indicates a required field

You are required to fill out a Job Safety Analysis (JSA) prior to your sessions commencing. If you are unsure, an [example template](#) you can follow can be found online.

### **Please upload a copy of your completed Job Safety Analysis**

Attach a file:

## Covid Safety

The implementation of a Covid safe environment at the facility is the full responsibility of the user group. You can find out more information from the Department of Health and Human Services [here](#).

Our group agrees to implement and adhere to the requirements of the Victorian State Government in relation to Covid Safety.

\*

I agree

## Additional information

\* indicates a required field

**Please check the box under each section to acknowledge you have read and understand the requirements and your responsibilities.**

Please contact Community Facilities if you have any questions about these requirements.

## Noise

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You are required to adhere to the 'State environment protection policy' when considering noise in an outdoor venue. More information can be found on the [EPA website](#).

**Will there be any music or public address systems as part of your session? \***

- Yes  No

**Please provide details of any musical or public address systems you will have at your session \***

## Waste Management

It is your responsibility to coordinate the removal of any waste from your session.

**I have read and understand these requirements: \***

- Yes

## Accessibility

Physical Activity providers should ensure their activities are accessible and inclusive for all. Please tick to indicate you have read and understand the information available in our Include Everyone Guide.

- [Include Everyone Guide](#)

**I have read and understand these requirements: \***

- Yes

**What measures have you implemented to ensure your program is accessible for all? \***

## Child Safety Conditions

\* indicates a required field

### Child Safe Policy

Moonee Valley City Council is committed to child safety and well-being.

All Hirers must comply with the Child Wellbeing Act 2005 and the Child Safe Standards which were introduced by the Victorian Government in 2015. The Child Safe Standards are compulsory for all organisations providing services to children and young people.

You can find out more information about Victoria's Child Safe Standards [here](#).

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### Working with Children Check

**Upon Council request, I will provide evidence of my valid working with children check. \***

Yes

### National Redress Scheme

National Redress Scheme Act means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 and words and expressions that are not defined in these Community Facility Hire Terms and Conditions but which have a defined meaning in the National Redress Scheme Act have the same meaning as in the National Redress Scheme Act.

In accordance with the National Redress Scheme Institutional Child Sexual Abuse Act 2018, the applicant acknowledges that in the event that they are named in an application for redress they will comply with joining the Scheme.

**I have read, understood and agree to the conditions in relation to Child Safety Standards, Working with Children Check and the National Redress Scheme \***

Yes

No

### Further Information

#### Additonal Information

Is there any other information you would like to share with us that will assist in the assessment of your application?

If you are applying for a business permit, please ensure you upload copies of your trainers qualifications, registration and first aid certificates here.

#### Additional Documents

Attach a file:

#### Additional Information

### Checklist

#### BEFORE YOU SUBMIT

**Please ensure you have completed the following or your application will be incomplete:**

- I have completed all relevant sections
- I have attached all required insurance documentation
- I have attached a detailed site plan

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- I have attached a Job Safety Analysis including information on COVID-19 safe systems
- I have attached a copy of certificate IV in Fitness or other qualification relevant to your industry
- I have attached a copy of First Aid Certification
- I have attached proof of registration with peak recognised body
- I have read, understood and agreed to the terms and conditions (below)

**Your application will only submit once all required sections and documents are provided and attached.**

If you do not receive a confirmation email, your application has not been submitted and you must check the application for missing information.

If you are unsure about any element of the application, please contact Council for assistance **before you submit:**

- Phone: 9243 8888
- Email: halls@mvcc.vic.gov.au

## Terms and Conditions

\* indicates a required field

### Physical Activity Providers in Moonee Valley Terms and Conditions

#### 1. Introduction

1.1 Moonee Valley City Council strongly supports parkland usage for safe supervised, health and fitness activities, increasing the social wellbeing of the local community.

#### 2. General Principles

2.1 Council supports managed health and fitness groups using Council open space, with the primary consideration given to land management and conservation, community access and enjoyment.

2.2 Council's Local Laws provides the authority, scope, usage objectives and enforcement to manage these activities.

2.3 Applicants will be required to fill out, sign and return the terms and conditions and application form prior to Council approval and parkland usage.

2.4 Applications will only be taken from accredited trainers who are registered with recognised peak bodies, with the trainers having a minimum of \$20 million insurance cover.

2.5 Trainers must at all times during the agreed term, be the holder of a current Professional Indemnity Policy of Insurance. This insurance must provide a minimum coverage of \$5 million. The Professional Indemnity Policy shall be affected with an insurer approved by the Council.

2.6 Trainers must provide proof of current first aid certificate.

2.7 Trainers must identify any hazards at training site prior to session commencing. Applications will only be accepted from trainers who have completed the risk matrix assessment form 'Job Safety Analysis Worksheet'

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2.8 Trainers must have a minimum training requirement of Certificate IV in fitness and provide a copy of the certificate.

2.9 Trainers must comply with reasonable directions of Council's Ranger(s) and/or other authorised Council Officers in relation to any conflicting activity and/or any other reason relevant to the use of the facility.

2.10 Trainers must ensure activities conducted during classes do not affect the general public's usage of the park/oval/track or any surrounding residents. Under the conditions of the Council permit:

2.10.1 Conduct must not be aggressive or intimidating ('Boot Camp' style fitness programs will only be permitted at designated areas)

2.10.2 Noise cannot disturb the 'quiet' enjoyment of other users or residents.

2.10.3 Group numbers exceeding 15 will be classified 'Boot Camps' and will only be permitted in designated areas approved by Council.

2.10.4 Any equipment used must be portable by an individual by hand.

2.10.5 No vehicles are permitted in any Moonee Valley City Council parks/ovals by personal trainers under any circumstances.

2.10.6 No training equipment is to damage or interfere with the surrounding parkland (no equipment pegged in ground, boxing pads hung from trees etc)

2.10.7 Trainers wishing to use advertising signage must apply for a permit through the Local Laws Department

2.11 The fee structure will aim to cover the costs of the application process and the day to day maintenance of Council's open spaces.

2.12 Trainers are encouraged to report unauthorised use by personal trainers.

2.13 The Moonee Valley City Council will not accept any liability for any debts, loss or damage to any person's belongings while engaging in personal training.

2.14 The Moonee Valley City Council will not accept any liability for any loss of life or injury damage sustained by any person as a result of engaging in personal training.

2.15 Council reserves the right to withdraw trainer access to parkland/ovals/tracks in the event that Council deems the area/s is being overused, misused and demonstrating unreasonable wear and tear.

### **3. Permit Conditions**

3.1 Trainers shall not assign their rights under this permit or attempt in any other manner to transfer their rights under the permit to any other person, it being clearly understood that the permit is issued to a particular individual and is not transferrable unless approved by Council in accordance with these terms and conditions.

3.2 3 types of permit will be available (refer to application form for fees)

3.2.1 Category A: Regular commercial user -fitness providers conducting 3 or more sessions per week. Regular commercial users can apply for a 6 or 12 month permit.

3.2.2 Category B: Regular commercial user -fitness providers conducting less than 3 sessions per week. Category B users will be required to pay a one off annual application fee.

3.2.3 Category C: Casual commercial user - conducting 'one off' training sessions and camps will be charged at a casual rate per session (per hour).

3.3 Permits will allow trainers access to three training venues throughout the Moonee Valley municipality nominated by the individual trainer on their application form.

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- 3.4 Council approval will be subject to park/track/oval conditioning and availability.
- 3.5 Each venue will allow two trainers to train at any one time.
- 3.6 Trainers are limited to 6 hours training per day between all three venues (unless applying for casual permit)
- 3.7 Once two trainers have booked a specific venue for the same time (first in best dressed) that venue is then unavailable for further bookings.
- 3.8 Trainers sharing venues will also adopt the 'first in best dressed' approach when training at a specific venue.
- 3.9 Trainers will be required to carry their permit and photo identification with them at all times when training.
- 3.10 If permit is lost, trainer will need to contact Council and request new permit.
- 3.11 Trainers do not have exclusive rights to training venue. If venue is already occupied by general public, the trainer must move on to another park/oval/track that is not being used.
- 3.12 Permit will identify the trainer, their allocated training grounds, maximum number of participants, time of sessions and permit expiry.
- 3.13 Council reserves the right to terminate permit without notice if in its sole opinion it has determined that the trainer has failed to comply with the reasonable direction of its staff or has breached the terms and conditions of the permit.
- 3.14 A trainer whose permit has been terminated can appeal in writing to the Recreation Department, Moonee Valley City Council.
- 3.15 Prior to commencing training, trainer must inspect the immediate area to ensure no hazards are evident and take appropriate action where required.
- 3.16 Trainers must be responsible for satisfying all occupational health and safety legislation and regulations.
- 3.17 Trainers shall be liable for any other fees or levies required by any other public authority or statutory authority.
- 3.18 Trainers must replace/fix and damage to Council assets that have occurred as a result of the activities of the trainer and will be liable for all costs incurred by Council.

#### **4. Permit Fees**

- 4.1 Fees will be charged in accordance with Council's fees and charges and invoiced per season or on a pro-rata basis.
- 4.1.2 Fees are payable within 3 weeks of permit commencement.
- 4.1.3 Council may cancel a permit if payment has not been received by the due date.

#### **5. Exclusion Zones**

- 5.1 No organised or commercial fitness training or organised ball sport activities will be permitted in the following areas or sites:
- 5.1.2 Playgrounds
- 5.1.3 Trees, garden beds and vegetation
- 5.1.4 Picnic and barbecue facilities
- 5.1.5 Park furniture, buildings and structures
- 5.1.6 Any designated sportsground without a booking

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5.1.7 Any other areas that may be nominated by Council at any time

5.1.8 Any areas that may be temporarily closed by Council

5.1.9 Within 30 metres of residential property

5.1.10 Any memorial or historical site.

### **6. Permissible fitness activities under the policy (Subject to Council approval)**

6.1 Gym sessions

6.2 Boxing and pad training

6.3 Running groups

6.4 Circuit training

6.5 Combination of any of the above.

### **7. Groups excluded from this policy**

7.1 Non commercial health and fitness training

7.2 Walking groups

7.3 Activities performed by local schools under the supervision of a teacher

7.4 Activities performed by local sporting clubs, associations, under the conditions of a booking permit.

### **8. Permit Period (Only relevant to 'Category A - High Level User')**

8.1 Winter season - 1 April to 30 September

8.2 Summer season - 1 October to 31 March.

### **9. Application Assessment**

9.1 Applications will be assessed on the following:

9.1.2 Availability of park/track/oval

9.1.3 Number and nature of pre existing permit holders in the area.

9.1.4 Other activities/events being held in the area.

9.1.5 Nature of activities to be undertaken and the potential impact that activity may have on neighbouring residents (e.g. Boot Camps)

9.1.6 Ground preservation

9.1.7 Past connection of permit holder to the area requested.

### **10. Agreement**

10.1 As the applicant or the authorised agent of the applicant, I have read the terms and conditions for the use of Moonee Valley City Council parklands and comply with all conditions stated.

## Agreement

I declare, by selecting 'yes' and entering my name below, that:

- I am an authorised person to apply for this Permit and that all information in this application is true and correct.

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- I have read the Application Form and accompanying guidelines and accepted the terms and conditions for this event.
- I agree to comply with all permit conditions, local laws and all relevant legislation.
- All details provided are accurate and these sessions will be organised and managed in line with Moonee Valley City Council's guidelines and conditions.
- I accept this application requires final Council approval before a permit will be issued.
- I provide consent to Moonee Valley City Council to contact any third parties including (but not limited to) insurer, vendor or any parties in connection with the application as an authorised party, should Council have questions in relation to this application.

**I have read, understood and agree to the terms and conditions \***

Yes

**Signature of applicant \***

**Date \***

Must be a date.

## Privacy Statement

Your personal information is being collected by Moonee Valley City Council (Council) for the purpose of assisting with the assessment of community facility applications. Your information will be stored in Council's record management and the Smartygrants system and will be used to contact you and provide information on this service. The information will be managed in accordance with the Privacy and Data Protection Act 2014 and relevant policies of Council.

This agreement may be shared with the relevant departments within Council and authorised external parties as part of our reporting obligations.

Council will not disclose your personal information without your consent, except where required to do so by law.

If you do not wish to provide your personal information or information requested in this agreement, Council may not accept your application for hire.

For further information on how your personal information is handled, refer to Council's [Information Privacy Policy](#) or email [privacy@mvcc.vic.gov.au](mailto:privacy@mvcc.vic.gov.au).