

## Prescribed Activity Application:

## Application to Land an Aircraft on Public Land

Local Law No. 1 (Administration) 2020

You MUST complete ALL questions unless the form indicates otherwise.  
Incomplete forms or forms without all necessary information and documentation  
will result in your application not being a properly made application.

## 1. APPLICANT DETAILS

**Note:** The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant (person/s or company):

DOB (if person)

Business Trading Name:

ABN:

Postal Address:

Telephone: H:

W:

M:

Email:

Contact Person for Application:

Mobile:

On-Ground Contact Person:

Mobile:

## 2. DESCRIPTION OF ACTIVITY

Type of Aircraft: ☐ Helicopter ☐ Aeroplane ☐ Parachute ☐ Hot-air balloon  
☐ Ultralight ☐ Glider ☐ Hang-glider ☐ Other:

Event/Reason: ☐ One-off landing/take off ☐ Event ☐ Display  
☐ Other:

Location: (Note: booking  
of facility or public area may  
also be required-Form FL01).

☐ Site Map attached

Lot &amp; RP or GPS Co-ord:

Day &amp; Date:

Estimated Times: Landing: Take-off:

Number of People: Staff: Customers:

## 3. OTHER PERMITS/LICENSES /CERTIFICATES

Does the activity require approvals under other legislation?

☐ Yes – complete this section.☐ No – proceed to Section 5

Details:

Licence No.

Expiry Date

Attached

## OFFICE USE

Receipt Type: 111

Payment Amount: \$

Receipt No:

Date:

CSO:

#### 4. SUPPORTING INFORMATION

What measures will be taken to ensure that the activity will not:

1. Cause a nuisance or danger to neighbouring residents/businesses? \_\_\_\_\_

2. What measures will be taken to ensure that the amenity and services of the surrounding area will not be adversely affected? \_\_\_\_\_

#### 5. COMMUNITY NOTIFICATION

Local residents are to be notified of the proposed landing by the giving of at least 24 hours notice. Written notification must be provided to all adjoining land owners. Copy of notification to be provided to Council.

**Proposed Communication Mode/s:** ☐ Email ☐ Letter Drop ☐ Signage ☐ Media ☐ Other

**Proposed Date of Notification:** \_\_\_\_\_

**Additional Details:** \_\_\_\_\_

#### 6. PUBLIC LIABILITY INSURANCE

Certificate of Currency must be provided prior to the event/activity and:

- ☐ Note Douglas Shire Council as an interested party; ☐ Coverage is for at least \$20 million; and  
☐ Cover the scope and dates of the activity.

Name of Insured: \_\_\_\_\_

Name of Insurer: \_\_\_\_\_

Policy No: \_\_\_\_\_

Policy Expiry Date: \_\_\_\_\_

#### 7. RELEASE AND INDEMNITY

In consideration of Douglas Shire Council ("Council") issuing me/us with The Approval for the purpose described or allowed under The Approval ("the activity/activities"), I/we:

- release and discharge Council and Council's agents, servants, officers and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related Parties in respect of, or arising out of, or in connection with the activity/activities;
- agree that the release and discharge given under clause 1 may be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related Parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and
- agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage or proceeding in respect of, or arising out of, or in connection with the activity/activities.
- The release and indemnity provided by you under 1-3 is, however, reduced to the extent that the Council and/or any of the Related Parties have caused or contributed to the relevant liability, claim, loss or damage.

The covenants given under this document are binding upon me/us and my/our heirs, executors, successors and permitted assigns.

#### 8. CHECKLIST AND SUPPORTING DOCUMENTS

	YES	Officer Checked
Have you read the conditions below, have all sections been completed and the form signed?	<input type="checkbox"/>	<input type="checkbox"/>
Attach a copy of your <b>Public Liability Insurance</b> as documented above.	<input type="checkbox"/>	<input type="checkbox"/>
Attach a <b>Site Specific Safety Management Plan</b> including but not limited to emergency procedures, risk assessment, exclusion zones etc...	<input type="checkbox"/>	<input type="checkbox"/>
Attach a <b>Site Setup Map</b> of the proposed location and layout of the activity including details of, building and other structures, all entry and exit points to the site; and any other relevant details.	<input type="checkbox"/>	<input type="checkbox"/>
Attach a copy of any <b>other permits or licenses</b> required to conduct the activity (Air Operators Certificate)	<input type="checkbox"/>	<input type="checkbox"/>

## 9. DECLARATION

To the Chief Executive Officer, Douglas Shire Council

I / We make application under *Local Law No. 1(Administration) 2020* for approval to conduct the prescribed activity outlined in this application form and declare that the information provided by me in this application is true and correct, and agree to comply with all requirements and conditions as approved.

**Print Name:**

**Signature:**

**Dated:**

**Douglas Shire Council – Privacy Collection Notice:**

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy

## 10. PRESCRIBED FEES (Applicable from 1 July 2025 to 30 June 2026)

*Area Use Fees may apply.*

Helicopter/Parachute Landings (One-Off Landing)	\$173.00
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## 11. CONDITIONS (Schedule 8 – Commercial use of local government controlled areas and roads)

- (1) For all approvals, the conditions that will ordinarily be imposed on an approval are as follows—
- (a) Reasonable access to local government staff or contractors must be permitted at all times.
  - (b) The activity must be conducted in accordance with any standards of the local government applicable at the time of the approval.
  - (c) The approval must be displayed in a way that is visible to the public whilst conducting the activity.
  - (d) The approval must be produced for inspection on demand by an authorised person.
  - (e) A defined access point for emergency vehicles must be maintained at all times.
  - (f) The activity must only be conducted on the days and hours specified on the approval.
  - (g) maintain public liability insurance for an amount as determined by the local government covering the activity which indemnifies the local government in respect to any liability arising from the activity
  - (h) the approval holder must indemnify the local government against claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the works or activity.
  - (i) pay any costs or expenses incurred by local government to rectify any damage caused by the activity;
  - (j) ensure that vegetation, soil, sand, rocks, native animals or natural things are not interfered with, damaged or removed;
  - (k) not interfere with, paint, permanently mark, damage or remove any buildings, structures, fixtures, fittings or facilities provided by the local government.
- (2) For an approval for the landing of a helicopter, aircraft, parachute or other aircraft, additional conditions that will ordinarily be imposed on an approval are that the approval holder must—
- (a) accept full responsibility for the safe transportation of customers and all other persons undertaking the activity;
  - (b) provide information explanations, cautions and warnings to customers and all other persons undertaking the activity regarding the hazards likely to be encountered by them when the activity is undertaken;
  - (c) ensure that any motor vehicle, vessel, aircraft or other machinery used in connection with the activity, complies with all safety requirements and regulations and are operated in accordance with requirements, guidelines or recommendations published from time to time by the manufacturer and any State or Commonwealth authority;
  - (d) identify the points at which an operator is to access the site for the purpose of undertaking the commercial recreation activity;
  - (e) provide a site specific safety management plan;
  - (f) state the number of customers to be taken to the site at any one time; and
  - (g) obtain all necessary approvals required from the Civil Aviation Safety Authority and any other relevant authority or body.