

# Application Form

## Application for Use Cowra Aquatic Centre

<b>PART 1 – APPLIATION DETAILS</b>						
<b>INFORMATION FOR APPLICANT</b>						
<p>Prior to lodging this form, please refer to Councils Condition of Entry Policy for Cowra Aquatic Centre. Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees may apply as per Council's adopted Fees &amp; Charges.</p>						
<b>APPLICANT DETAILS</b>						
<b>Name</b>				<b>Organisation</b>		
<b>Postal Address</b>				<b>PO Box</b>		
<b>Suburb</b>		<b>State</b>		<b>Postcode</b>		<b>Contact No.</b>
<b>Email</b>						
<b>PART 2 – USAGE DETAILS</b>						
<b>CARNIVAL (S) &amp; FUN DAY (S) – A Fee or Bond may be held as per Councils adopted Fees &amp; Charges</b>						
Pool Required		Cowra (Please tick)				
Name of Representative Responsible for Group						
Special Requirements						
Are there spectators attending (Please circle)				Yes	No	
If yes, how many?						
Area of Pool/Number of lanes required (Lane allocation is subject to change at the discretion of Council pool staff)						
Expected number of users						
Are any of the swimmers under 10 years of age						
Will you be providing trained staff for the activity				Yes	No	If yes, how many?
<b>Preferred Option</b>				Date		Time
Option 1						
Option 2						
Option 3						
<b>LEARN TO SWIM/INTENSIVE SWIMMING, SWIMMING LESSONS &amp; WEEKLY SWIMMING</b>						
Pool Required		Cowra (Please tick)				
Name of Representative Responsible for Group						
Special Requirements						
Are there spectators attending (Please circle)				Yes	No	
If yes, how many?						
Area of Pool/Number of lanes required						

(Lane allocation is subject to change at the discretion of Council pool staff)					
Expected number of users					
Average age and swimming ability of group					
Are any of the swimmers under 10 years of age?			Yes		No
Will you be providing trained instructors			Yes		No
		If yes, how many?			
<b>Period of use (must complete)</b>		/ /		to / /	
Monday		am/pm	to		am/pm
Tuesday		am/pm	to		am/pm
Wednesday		am/pm	to		am/pm
Thursday		am/pm	to		am/pm
Friday		am/pm	to		am/pm
Saturday		am/pm	to		am/pm
Sunday		am/pm	to		am/pm

### PART 3 – POOL USER CHECKLIST

#### DOCUMENTATION REQUIRED Please indicate by 'X'

In order to utilise the Cowra Aquatic Centre, the following documents and qualification must be submitted to Council along with this application form to be addressed for approval

	Swimming Pool User Agreement – Read, completed and signed
	Signed copy of the conditions of entry
	Signed copy of swimming club expectations (Swimming club only)
	Certificate of currency – Public Liability Insurance for a minimum of twenty (20) million dollars
	Current Working with Children Check – Required for swimming lessons, swimming club & group bookings
	Current first aid & CPR certificate
	Austswim or Royal Life Saving Swim Teacher Licence
	Teacher of Competitive Swimming Qualification (Including Swim Coaching)

Please note: *All users must complete a risk assessment each and every time the pool is used/hired and retain a copy for your records.*

## CONDITIONS OF USE

1. All applicant must provide a signed Pool User Agreement and current qualifications before their application is assessed.
2. Council facilities must be left in the same condition in which they are found.
3. The user is responsible for cleaning of all rubbish before departing from the facility and returning all equipment to its appropriate place.
4. The user must ensure that all fixtures and fittings are not removed, defaced or damaged in any manner by persons using the facility. If in the event of damage, the cost of repair will be the responsibility of the hirer.
5. No permanent decorations, fixtures or posters of any manner are to be erected in any part of the pool and surrounds without the written permission of Council.
6. All breakages, damages or losses must be reported immediately to Council and an incident report completed.
7. It is the responsibility of the hirer to ensure that all activities conducted within their responsibility abide by these conditions of use. As such, the following activities are not allowed:
  - Drinking of any alcoholic substance
  - Use of any drug related substance
  - Smoking
  - Swearing or abusive behaviour
  - Dangerous or unsafe behaviour
  - Destructive behaviour to property and fixtures of the swimming pool
  - No glass containers of any kind to be brought into the pool grounds
  - No pass outs will be issued
8. Pool staff have the discretion to allocate lane space subject to the number of swimmers on the day(s) of the users approved booking.
9. Fees and charges may apply as per Council's adopted Fees & Charges.
10. Any failure to abide by these conditions shall result in the cancellation of this agreement.

## PART 4 – DECLARATION

### APPLICATION DECLARATION

I/We apply for the approval to utilise Cowra Aquatic Centre described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We give consent to Cowra Aquatic Centre to use the application and documents, provided in support of this application for advertising and notification purposes.

I/We have read the Conditions of Entry and User Agreement for Cowra Aquatic Centre. I/We agree to abide by and be bound by those conditions.

Applicant(s) Name		Date
Applicant(s) Signature		

### PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998.

This information is being collected by Council for the purpose of processing this application and will be accessible by Council staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process this application.

The intended recipients of your information are Council staff, but some of the information may be available to the general public under the Government Information (Public Access) Act 2009. Council is to be regarded as the agency that holds the information. You may make an application for access or amendments to your personal information held by Council under the Privacy and Personal Information Protection Act 1998 or the GIPA Act. If you have any further enquiries concerning this matter, contact Council on (02) 6340 2000.

## **PART 5 – LODGEMENT INFORMATION**

### **HOW TO LODGE YOUR APPLICATION**

Address the application to: Cowra Aquatic Centre

Please return in person to:

Cowra Aquatic Centre  
140 Taragala Street  
COWRA NSW 2794

Or via email to: [cac@cowra.nsw.gov.au](mailto:cac@cowra.nsw.gov.au)

If you require further information regarding this request, please contact Council on (02) 6340 2000 or Cowra Aquatic Centre on (02) 6340 2150.

<b>Office Use:</b>
Received Date:
Document No
Officer Initial:
Disposal:..... years