

Proposed Fees and Charges

Parks and Reserves

Frequently asked questions



What fees are changing?

Administration and Processing Fee for Bookings and Events

At the moment, a flat fee of \$46 applies to all applications to hire parks and reserves.

This flat fee doesn't reflect the difference in staff time required to process different types of events. Larger or higher-risk events often take considerably longer to assess than small, low-risk bookings.

The proposed change introduces three categories for the Administration and Processing Fee:

- Low risk events - \$47 (inflation applied)
- Medium risk events - \$90
- High risk events - \$150

This better reflects the amount of staff time and work involved in processing each type of application.

Late Application Fee

Currently, a late application fee of \$169 applies if required paperwork isn't submitted by the deadline. However, this fee applies whether an application is one day late or several weeks late.

Late applications can significantly disrupt Council workflows and may also put events at risk of not being approved in time.

The proposed change is to charge a late application fee every three days that required information remains outstanding. This is intended to encourage applications and paperwork to be submitted on time, or as close to the deadline as possible.

What does the Application and Processing Fee cover?

The Administration and Processing Fee covers staff time spent:

- Working with event organisers
- Answering questions
- Checking applications and documentation
- Ensuring health and safety requirements are met
- Obtaining approval for events held on Council land

How will the Late Application Fee be charged?

When someone enquires about hiring Council land, staff provide a clear due date for all required documentation.

If all required paperwork and approvals are not received by that due date:

- a late application fee will apply
- the fee will be charged every three days until all requirements are met

The late application fee will be added to the hire invoice and must be paid before final approval is granted and access to the venue is provided.