

City Administrative Centre Bridge Road, Nowra, NSW,Australia, 2541 **Address all correspondence to:**
 The Chief Executive Officer, PO Box 42, Nowra, NSW, Australia, 2541 | DX 5323 Nowra
 council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

Given Name(s)		Family Name	
Residential Address			
Phone		Mobile	
Email			
Heritage Estate Property Details	Lot: DP Address:		
Drivers Licence:			
Proposed Key Collection Date		Proposed Key Return Date:	
Office use only I confirm that I have identified the above named person and provided that person with Access Key to the Heritage Estate. Council Officer: _____ Date: _____			
Key Details Key Reference: _____			
Actual Collection Date		Actual Return Date	

Please note:

1. A maximum of 5 keys will be issued at any given time.
2. At least 5 business days' notice is required to be provided before collection.
3. Keys will be available for collection from council's administrative building at Bridge Road, Nowra, during business hours.
4. Failure to return the key within 5 business days will incur a lost key fee (\$62.90 in 2016/2017).

Privacy Notification: The information provided is collected by Shoalhaven City Council for administrative purposes. This information may be included on the NSW Companion Animals Register administered by Office of Local Government NSW, and will be managed in accordance with Council's Privacy Management Plan, Council Policy, the Companion Animals Act and other legislative requirements.

OFFICE USE ONLY

Form Number: 3516	Issue Date: 06/2017
Version Number: 1	Next Review date: 06/2018



Terms & Conditions

1. The Worroving Heights Heritage Estates (Heritage Estates) contains informal tracks and unmade roads that:
 - (a) are not in any way serviced, maintained or inspected by Council; and
 - (b) contain risks and hazards that may result in damage to property and person; and
 - (c) are not recommended for vehicular use.
2. Council does not allow any vehicular access into the Heritage Estates whatsoever except to a person that:
 - (a) is the registered owner of a parcel of land within the Heritage Estate; and
 - (b) acknowledges, understands and accepts the risks and hazards associated with vehicular access to the Heritage Estates; and
 - (c) acknowledges, understands and accepts the conditions of vehicular access contained in this Heritage Estates Key Request Form; and
 - (d) Council has agreed to provide, on application and subject to availability, an Access Key for vehicular entry into the Heritage Estates.
3. The Access Key provided by Council is strictly for use by the Applicant and must not be copied, loaned, or provided to any person other than the Applicant.
4. The Applicant agrees to secure the entry to the Heritage Estate by locking the gate behind them and will not knowingly allow or provide any third party vehicular access into the Heritage Estates.
5. The Applicant will incur a fee (\$62.90 in 2016/2017) for the failure to return the Access Key to Council within five (5) business days of the Access Key being provided to the Applicant.
6. The risks and hazards associated with vehicular access to the Heritage Estates, include, but are not limited to:
 - (a) Vehicle and property damage;
 - (b) Personal injury;
 - (c) Consequential loss.
7. The Applicant acknowledges and agrees that:
 - (a) the use of their vehicle within the Heritage Estates is purely at the Applicant's own risk; and
 - (b) Council will be held harmless for any damage or loss whatsoever, including but not limited to, vehicle and property damage; personal injury and/or consequential loss arising from vehicular access or use by the Applicant or any third party within the Heritage Estate; and
 - (c) the Applicant will indemnify Council for any loss or damage whatsoever, including but not limited to, vehicle and property damage; personal injury and/or consequential loss arising from vehicular access or use by the Applicant or any third party within the Heritage Estate; and

- (d) Council, by providing vehicular access to the Applicant is not permitting any activities or uses within the Heritage Estates that are illegal, not permissible and/or otherwise require the consent of Council or other consent authority.

Declaration

- A. I _____ (print full name)
am the registered landowner of _____
(print full address/lot details) (the Applicant).
- B. I have read and understand the Risk Assessment for vehicle use of existing tracks within Heritage Estates undertaken by Shoalhaven City Council (Council) dated 11 May 2016.
- C. I acknowledge, understand and accept the terms and conditions which apply to vehicular entry into the Worroing Heights Heritage Estate (The Heritage Estate).

Signature:

Date:

Witnessed

Send this form to the attention of **Council's Asset Manager**, Assets and Works via one of the following:

Email: council@shoalhaven.nsw.gov.au

Post: The Chief Executive Officer, Shoalhaven City Council, PO Box 42 Nowra, NSW, 2541

Fax: (02) 4422 1816