

# Commercial Use Activity – aircrafts and skydiving – permit application

Local Law No. 11 (Local Government Controlled Areas and Roads) 2016  
 Local Law No. 1 (Administration) 2016

2024/2025

This application form is to be used to apply for the following types of Commercial Use Activity permits:

- A take-off and/or landing of a helicopter on a Council controlled area or road; and
- A skydiving landing on a Council controlled area or road.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the intended commencement date. Applications which are incomplete will not be accepted.

## 1. Who is applying for the permit?

Individual(s) - <b>Complete question 2</b>	<input type="checkbox"/>
Incorporated Association / Corporation – <b>Complete question 3</b>	<input type="checkbox"/>

## 2. Individual(s)

### Individual 1

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				
Postal address:				

### Individual 2

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				
Postal address:				

## 3. Corporation or organisation

Name: <i>e.g., ABC Company Pty Ltd</i>	
ACN:	
Postal address:	
Registered address of corporation or organisation:	
Phone number:	
Email address:	

### Nominated contact person:

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

### 4. Business trading name

If the trading name of the business is different to that which is provided at either question 2 or question 3, please provide the following information:

Business trading name:	
ABN:	

### 5. Activity

Please select which activity applies:	Helicopter take off	Yes <input type="checkbox"/>
	Helicopter landing	Yes <input type="checkbox"/>
	Skydiving landing	Yes <input type="checkbox"/>
	Other aircraft take off or landing	Yes <input type="checkbox"/> Please specify: _____ _____

### 6. Location

Where is the proposed location that the landing or take off will occur?  <i>Please provide a description of the location. E.g., the northern section of ABC Park.</i>	
What is the total area proposed to be used for the landing or take off?  <i>E.g., the entire ABC Park will be required to be closed whilst the landing or take off occurs.</i>	

## 7. Further details

<p>What is the reason for the landing and/or take off?</p> <p><i>E.g., for wedding photographs to be taken.</i></p>	
<p>Please provide the time/s that the landing and/or take off will occur?</p> <p><i>E.g., The proposed landing time is 3:00pm on Wednesday 21<sup>st</sup> August 2024.</i></p>	
<p>Please advise how you intend to close the area for use by the public for the take-off or landing?</p> <p><i>E.g., there will be two operators located at each end of the area to ensure that the public are kept out during the landing times and temporary fencing and signage will also be installed 1 hour prior to keep the area clear.</i></p>	
<p>Please provide any further information if applicable.</p>	

## 8. Supporting Documentation

Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, it will not be considered a properly made application and Council may refuse to accept it.

<p><b>Site Plan</b></p> <p><i>Note: a site plan must be provided for each location that a landing or take off is proposed from. The site plan must be provided as an aerial view and must include the layout, including measurements, showing where the landing or take off is proposed for, show any buildings or structures in that area or adjacent to the area, show all entry and exit points to the site and any other details as required. See the back of this application form for further information about site plan requirements.</i></p>	<input type="checkbox"/>
<p>A current Air Operators Certificate</p>	<input type="checkbox"/>
<p>Risk Management Plan</p>	<input type="checkbox"/>
<p><u>For skydiving landings only</u> – A copy of CASA Approval and approval from Air Services Australia</p>	<input type="checkbox"/>
<p>A certificate of currency for Public Liability Insurance held in the name of the proposed Permit Holder for an amount of no less than \$20 million which notes the Cairns Regional Council as an interested party.</p>	<input type="checkbox"/>

## 9. Applicant Declaration

If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.

I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the assessment of this application.

I agree that if a permit is issued following assessment of this application form that I will:

- (a) keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Cairns Regional Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and
- (b) indemnify the Cairns Regional Council, including its employees, representatives and agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the activity and/or the use of the Council controlled area or road in any way.

I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.

Name of applicant  
*Either individual or corporation*

Name of signatory  
*If applicant is a corporation*

Position of signatory  
*If applicant is a corporation.  
E.g., Director, Secretary.*

Signature

Date

## Fees

Once a complete application form is received, information will be sent to you about how to make payment of the application fee.

New application fee

\$273.00

## How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



### **By mailing**

You can mail your completed application to the following address:  
Cairns Regional Council  
PO Box 359  
CAIRNS QLD 4870



### **In person**

You can submit your completed application in person at Council's Spence Street Customer Service centre.



### **By email**

You can submit your completed application by emailing it to [regadmin@cairns.qld.gov.au](mailto:regadmin@cairns.qld.gov.au)

OFFICE USE ONLY  
Receipt Type T 164

Fee:	Receipt #	Date:	Officer Name:
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#### *Cairns Regional Council – Information Privacy Statement*

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

## SITE PLAN REQUIREMENTS:

A site plan is required to be submitted for all permit applications. A site plan is required to be an aerial view with measurements and must include the following:

- the overall boundary of the Permit area which shows any nearby buildings;
- the proposed landing area within the Permit area;
- the proposed entry and exit points to the Permit area;
- the location of all vehicles, furniture, structures, advertising devices and other items intended to be placed in the Permit area; and
- the location of any permanent infrastructure including trees, fire hydrants, transformers, telephone booths, mailboxes, bus shelters or seats, rubbish bins, pillars and posts (awning or building supports) and any other permanent items in or adjoining the Permit area.