



Bellingen Shire Council

BOOKING FORM Mobile Drinking Water Stations

1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Mobile

Email address

2. Items required (please tick)

Mobile Drinking Water Station #1

Mobile Drinking Water Station #2

3. Briefly describe the purpose and location of the event

4. Collection / return date(s) and time(s)

COLLECTION DATE	COLLECTION TIME	RETURN DATE	RETURN TIME

5. Insurance details

Conditions of approval:

- Persons or organisations are required to hold current public liability insurance for a minimum of \$10 million.
- Bellingen Shire Council should be noted on the policy as an interested party.

Insurance Company Name

ABN

Policy Number

Expiry Date

Copy of current Public Liability Policy attached:

Yes No (tick one)

6. Privacy and personal information protection notice

- this information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your information may comprise part of a public register related to this purpose;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

Applicant's signature/s

I/We have read and agree to abide by the Conditions of Use and supplied the appropriate Public Liability Insurance details.

I/We understand that it is my/our responsibility to conduct a Risk Assessment prior to the collection and use of the items.

I/We declare that to the best of my/our knowledge all particulars supplied are correct and complete.

I/We understand that inaccurate or false statements may cause my/our booking to be delayed or rescinded.

Signature: **Date:**/...../.....

Signature: **Date:**/...../.....

OFFICE USE ONLY

Date received:

Date Booking Calendar Noted/Confirmation Sent:

Actioned by:(initials)



Mobile Drinking Water Stations Conditions of Use

1. The applicant must be over the age of 18 years (at the time of booking) and shall be responsible for the collection, return and use of the items.
2. The items must be collected from and returned to Bellinghen Shire Council Customer Service Centre, 33-39 Hyde Street Bellinghen by the applicant in an acceptable condition within 2 days of the proposed return date on the booking form.
3. The applicant agrees to accept responsibility for the cost of all damages, breakages etc to the Council supplied items and agrees to reimburse Bellinghen Shire Council for not less than the replacement cost.
4. The applicant indemnifies Bellinghen Shire Council from and against all claims (including any injury, damage or loss to person or property), third party claims, actions, suits, costs, expenses and damages arising directly or indirectly and/or resulting from or by reason of anything done or omitted to be done, by the applicant or the applicant's agent arising out of activities undertaken using the Council supplied items.
5. The applicant must ensure appropriate Public Liability insurance is carried for a minimum of \$10 million and provides cover for:
 - a. loss or theft of Council supplied items for not less than replacement cost,
 - b. ensuring the Council supplied items are not operated for any purpose beyond their capacity or in a manner likely to result in undue wear;
 - c. ensuring appropriate steps are taken to prevent injuries to persons and to prevent the Council supplied items sustaining further damage, in the event the items become unsafe or are used for a purpose contrary to that which the items were supplied for.

Instructions for Use:

- a) Council recommends moving the stations with a trolley or with the assistance of 2 or more people to prevent injury or strain to the handlers.
- b) Council recommends the stations are operated with a food safe hose (not provided by Council). The hose is to be inserted through the base opening and connected to the brass attachment hanging within the centre of the station. The hose is to be positioned to lie flat along the ground through the base opening.
- c) Stations are to be located near a mains water tap, positioned and secured so as to not pose a trip or fall hazard to pedestrians or those using the stations.

I/We have read and agree to abide by the Conditions of Use and Instructions for Use.

.....
(Signature & printed name)

.....
(Signature & printed name)

.....
Date