

Conditions of Hire

Adhere to the Code of Conduct for Location Filming in NSW found at the following link: [Filming in Willoughby](#)

Applicants must agree to comply with the following conditions:

- Permit holders must not interfere with pedestrians, businesses, traffic or cause obstruction to trader, delivery or emergency vehicles.
- Permit holders must comply with directions issued by members of the NSW Police Force and/or authorised WCC officers.
- WCC officers may ask permit holders to cease their activities without refund if they consider the activity is causing undue public inconvenience.
- Permits are not transferable.

A permit may be revoked by WCC if hirers:

- Are deemed by authorised officers to be creating a nuisance.
- Do not keep their site/activity clean and safe whilst in operation.
- Are found to be causing any undue obstruction to pedestrians, vehicular traffic or entrances to shops, buildings or properties.
- Are interfering in any way with entertainment or activities approved by WCC.
- Are using dangerous implements or materials.
- Are found to be in any breach of the Conditions of Hire.

Fees

Fees for Willoughby City LGA are set out in the Council's Schedules of Fees and Charges. Payment for activities are to be made in advance through this booking application or at Council's Help and Service Centre located on Level 4, 31 Victor Street, Chatswood. All fees paid are non-refundable. Cancellations will result in the hirer receiving credit for future bookings.

Stalls and Equipment

Details of any proposed structure or equipment must be listed in this application. WCC cannot supply any equipment.

Vehicle Access

No vehicles are permitted onsite without the approval of a WCC officer with the exception of authorised maintenance, emergency or business supply vehicles.

- No vehicles exceeding 10 tonnes are permitted to enter the mall at any time.
- For Chatswood Mall access, permitted vehicles must enter via Victor St and only travel on the path directed by an authorised WCC officer.
- For Spring St access, permitted vehicles must enter via Albert Ave and only travel on the path directed by an authorised WCC officer.
- Vehicles must not exceed the speed limit of 5km/h and have their hazard lights on while driving into position. Care must be taken at all times.
- Vehicles parked in Chatswood Mall or any pedestrian areas may be fined for illegal parking if a permit is not displayed. All road rules and street signs still apply.

Indemnity

The applicant indemnifies WCC in respect to any claims for injury, loss or damage arising from third parties or the operations of the applicant during the activities subject to this agreement.

Insurance

The applicant must have insurance as follows:

- Public and product liability insurance with a minimum limit of \$10 Million and if food sampling is present, \$20 Million coverage.
- Workers compensation insurance where required by law.