



Application to Undertake a Commercial Activity on Lake Burley Griffin

By agreement under Section 33 of the Lakes Ordinance 1976

APPLICATION FORM

PREAMBLE/NOTES FOR APPLICANTS

Lake Burley Griffin is the centre-piece for the setting of the National Capital.

Under Section 33 of the Lakes Ordinance 1976, the Commonwealth, represented by the National Capital Authority (NCA), may enter into an agreement with persons with respect to the undertaking of commercial activities within the Lake Burley Griffin area.

Should you wish to apply to enter into such an agreement please complete this form and provide relevant supporting material. Before applying please acquaint yourself with the terms and conditions of the Agreement and sign in the space provided to indicate your acceptance of those terms and conditions.

The NCA may require you "the Applicant" to provide further stated information to decide the application.

Remember it is an offence to provide false or misleading information.

The NCA reserves the right to refuse an application.

The NCA will consider applications on factors such as:

PUBLIC SAFETY

- » Quality of safety management plan
- » Track record in compliance with safety requirements
- » AMSA inspections and advice
- » Training of staff in first aid and safety matters

IMPACT ON LAKE ENVIRONMENT, HERITAGE AND INFRASTRUCTURE

- » Potential for impacts on lake quality, disturbance of the lake bed or other risks
- » Extent to which commercial activity impacts on other lake users, commercial and recreational, and the potential for any adverse impacts
- » Consistency of the activity with the values set out in the Lake Heritage Management Plan and LBG Recreation Policy
- » Capacity of the lake infrastructure to cater for the additional activity – jetties, bridges, moorings, slipways

PURPOSE OF ACTIVITY AND CONSISTENCY WITH NATIONAL CAPITAL

- » Potential impact on the standing of the national capital (visual, noise, quality of tourist information)
- » Nature of the activity and its alignment/consistency with significance of the national capital and the lake as set out in the National Capital Plan, Heritage Management Plans and related policies
- » Quality of service arrangements – presentation of staff, cleanliness, on board facilities, promotion and web information, signage
- » Any other matters considered relevant by the NCA.

Following the evaluation the NCA may enter into negotiations for an agreement with preferred applicants.

The Applicant must agree and acknowledge that they will be legally bound by the terms and conditions of the Agreement upon the signing of those terms and conditions by the NCA.

Section 34 of the Lakes Ordinance 1976 makes it an offence to undertake a commercial activity not in accordance with the Agreement.

Please note that all fields are mandatory and must be completed before submitting the statement. Incomplete applications will not be considered.

A. PLEASE INDICATE THE AGREEMENT TERM SOUGHT:

1
 2
 3
 4
 5
 Years

B. OPERATOR, VESSEL AND SERVICE DETAILS

APPLICANT DETAILS

Name:.....

Address:

State Postcode

Phone (home and business)

Fax.....

Email address:

Website:.....

Trading Name:

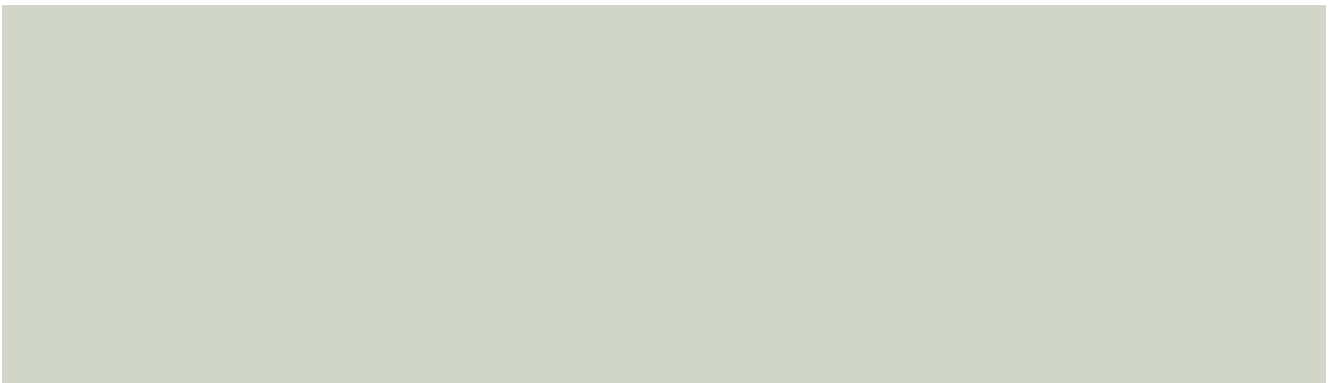
Business Registration details - ABN/ ASIC:.....

Number of Years of experience in operating commercial activities and description and location of those activities and other relevant experience:



PURPOSE

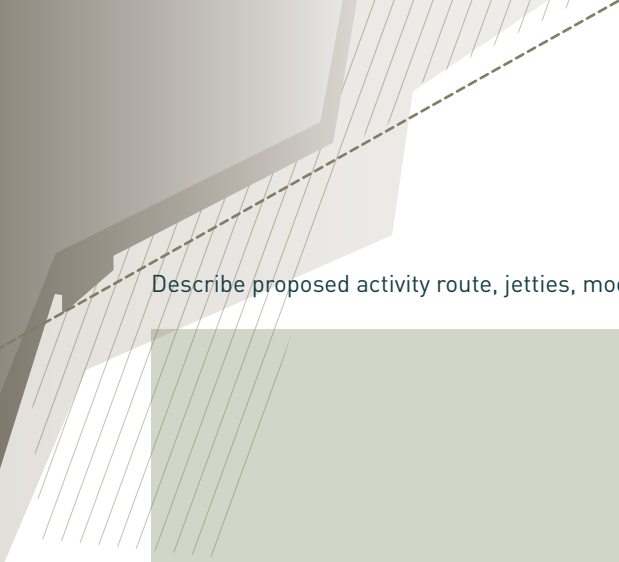
Describe the activity proposed – frequency, target market (function, tourist, passenger services):



Mark on the map below the proposed area of Lake to be used for the activity.



● Lake Burley Griffin Jetties



Describe proposed activity route, jetties, mooring, servicing and office locations:

[Large empty rectangular area for describing activity route, jetties, mooring, servicing and office locations.]

VESSEL DETAILS

Name:

Vessel type and Year of Build:

Principle material of Vessel:

MOTOR TYPE/SIZE

Hull Dimensions:

» Attach Photo of vessel

SERVICE STANDARDS

Provide details on the proposed measures to ensure the delivery of a safe, reliable and efficient service including:

Presentation requirements of crew and staff uniforms, staff training:

[Large empty rectangular area for providing details on proposed measures and presentation requirements.]

Corporate branding:

[Large empty rectangular area for corporate branding details.]

Other relevant information:

[Large empty rectangular area for providing other relevant information]

C. EVIDENCE OF COMPLIANCE WITH AGREEMENT TERMS AND CONDITIONS

SAFETY DETAILS

SAFETY CERTIFICATION OF VESSEL

Registration Number(if issued); Survey Authority; State/Territory of issue:.....

Passenger capacity:

Intended Mooring type and location:

Attach current Certificate of Survey &/ or AMSA Letter of Survey:

(please note that any modifications made to the vessel subsequent to the issue of the certificate of survey will need to be approved by the AMSA).

CREW

Proposed number of crew:

Qualifications of crew and type of certification held:

[Large empty rectangular area for providing crew qualifications and certification details]

BUSINESS AND INSURANCE DETAILS

INSURANCE

- » Attach certificate of currency – public liability
- » Attach insurance details required by the Workers Compensation Act 1951 (ACT)

SAFETY MANAGEMENT PLAN

- » Attach Safety Management Plan which must include an emergency plan (it is recommended that the NSW Maritime Authority Guidelines for Safety Management Plans be used as the model) *(Please note that AMSA will review the SMP as part of the annual survey process).*
- » Attach any other relevant information on the compliance record of the business. All commercial vessels operating on the Lake must operate within national standards

INFRASTRUCTURE AND ENVIRONMENTAL MANAGEMENT DETAILS

INFRASTRUCTURE PLAN/S

Mooring Number and Location:

- » Attach Annual Maintenance Plan which must include details of the servicing locations, a services and repair schedule, pest inspection and control systems
- » Attach Waste Management Plan
- » Attach Security Plan

Signature:

Date:

Please note that if your application is successful, the Agreement Fee (as at 2009/2010) is \$2000 pa for the first year, plus an Annual CPI adjustment [based on the movement in the ABS CPI Transportation Index (Canberra)] thereafter until expiry of the agreement. No GST is payable on the Agreement Fee.

Please fax or email the completed application form to the NCA c/-:

Fax: 02 6273 4427, **Email:** natcap@natcap.gov.au or **Mail:** GPO Box 373, Canberra ACT 2601

NOTE: This form can be printed and faxed to the number above, alternatively you may fill it, print it and fax or mail it or if you own Acrobat Profession you may also fill it, save it and email it to the above address.

If you do not own Acrobat Professional you cannot save the form once it has been completed.

Estimated time to complete form:.....

APPLICANT CHECKLIST

Please ensure

- » **your application is complete;**
- » **you have attached all relevant supporting information; and that**
- » **you acknowledge and understand the legally binding nature of the terms and conditions of the Agreement and you have signed at the end of those terms and conditions to indicate your agreement.**

OPERATOR AND SERVICE

- » Applicant details are complete
- » Map is completed
- » Vessel details and photo attached
- » Activity/Service Plans are attached

SAFETY

- » AMSA Letter of Survey and/or State Survey Certificate attached
- » Cockswain/ Crew certificates noted/attached
- » Safety Management Plan attached

BUSINESS/INSURANCES

- » Public Liability
- » Work Cover

INFRASTRUCTURE AND ENVIRONMENT

- » Mooring details
- » Maintenance Plan
- » Waste Management Plan
- » Security Details