

Availability

- Check with Council on 02 6670 2400 on the availability of your chosen location, date and time.
- A tentative booking can be made providing a 2 week timeframe to submit your application.
- If an application has not been received within this 2 week period your tentative booking will automatically be cancelled and made available to the next applicant.

Time

- A maximum of 3 hours hire is available. Ensure your booking allows 3 hours.
- This timeframe allows for set up, guest arrival, brides arrival, ceremony, photos and clean up.
- When deciding on your start and finish time ensure you take into account the time of your guests arrival as well as traffic conditions that may cause the bride to be late for the ceremony.
- The approval is only valid for the timeframe specified. This will prevent any impacts on later bookings and other park users.
- Time is NSW time and daylight savings and school holidays need to be taken into consideration.

Location

- The location is the area stated on the approval.
- Always provide the nearest street and cross roads.
- Deviation from this location, especially in restricted areas at SALT and Fingal, (as stated on the map provided) may result in fines under s68 of the Local Government Act 1993.
- **Weddings in restricted areas are STRICTLY prohibited.**
- The area between Mantra and Peppers is a restricted area reserved for Surf Life Saving, emergency services and rescue personnel.
- Fingal Lighthouse is restricted as it is Crown Land and is an environmentally sensitive area.

Ceremonies in restricted areas or outside of approved areas may incur penalties.

If you are unsure of the park or beach name, refer to Council's 'Mapping' tool.

<http://www.tweed.nsw.gov.au/Mapping>

Alternatively, both Popular Location Maps and Tweed Beaches documents available on Council's website have park and road names available.

Fees

- A non-refundable fee is required with the submission of an application.
- Cheque, Money Order, Credit Card and cash are accepted for over the counter payments.
- Cheque or Money Order for postal applications. Do not post cash.
- An invoice can be issued for applications received by e-mail and fax. Applications must be submitted a **minimum of 10 weeks** prior to your event if an invoice is required.

- Invoices can take up to 10 working days to process. During busy periods this may be up to 20 days.
- Invoices must be paid within 28 days of receipt.
- Invoices incur interest if not paid within the specified timeframe. Invoices not paid shortly after the specified time may forfeit your application and allow a booking for the next applicant.
- Penalties may be incurred for ceremonies without approval, outside approval conditions or within a restricted area.

Please refer to Council's Fees and Charges for current charges www.tweed.nsw.gov.au/FeesAndCharges

Processing

- Casual Park Hire applications must be received by Council at least 4 weeks prior to your event and **must include payment**.
- If an invoice is issued than approval will not occur till after payment is received. Ensure your application is submitted **10 weeks prior** to your event if invoicing is required.
- Invoices can take a minimum of 10 and maximum of 20 working days to process.
- Completed applications will only be accepted. Make sure it is **signed**.
- Ensure that the Day, Date and Time are correct at time of application.
- Approval will not be issued till full payment is received.
- A minimum of 10 Working days to process approval after payment is received.

Infrastructure

- Personal or 'Pop-up' shelters are permitted under 6m x 3m.
- Red carpet, Bali flags and signing table.
- Loud music, excessive noise or inappropriate behaviour will not be accepted.
- Maximum of 30 seats.

Not approved

- Confetti or other similar items are NOT permitted to be used in any of Council's parks or beaches.
- Alcohol on any of our parks and beaches.
- Wedding Receptions.
- Vehicular access: vehicles are not permitted to access public parks and must only use public roads and car parking areas.
- Commercial based events, including promotional days and business gatherings.
- Commercial marquees.
- Sale of food or catering by commercial catering companies.
- Amusement devices (eg. jumping castles, pony rides, animal farms).
- Exclusive use - area **must** be shared with the general public.
- Use of Power.
- Fireworks.
- Release of Balloons - see [Protection of the Environment Operations Act 1997 - Amendment \(Balloons\) Act 2000](#)

Guidelines to Wedding Applications

Casual Park Hire - application for approval under Section 68 Local Government Act 1993



If you have a booking or an approval which you no longer require, please contact Council to advise of the cancellation. Council can be contacted at tsc@tweed.nsw.gov.au or 02 6670 2400 or 1300 292 872.