

P10 Wedding Ceremonies on Public Land Guidelines and Application Form

Alexandrina Council (the Council) has beautiful parks, gardens and beaches within our region which are popular for wedding ceremonies and events. Council supports the use of Council parks and gardens for wedding ceremonies; however, it is essential to gain the permission from Council to hold, conduct or participate in a marriage ceremony.

This document outlines the methods by which Council manages the use of its public reserves (including all community land under Councils care and control) in respect to weddings, ensuring approvals are granted through a fair and equitable process.

A person must not hold, conduct or participate in a marriage ceremony or erect a marquee, stage or structure for the purpose of holding or conducting a wedding without the prior approval of Council.

References

- Clause 9.36 of the [Local Government Land By-law No:2 of 2023](#)
- [Permit and Penalties By-law No:1 of 2023](#)

Scope

The application form applies to all wedding activities conducted on land under the care, control or management of Council which are available for public hire for wedding ceremonies. These locations include, but are not limited to:

Port Elliot

- Soldiers Memorial Gardens
- Commodore Reserve
- Horseshoe Bay
- Bashams Beach
- Freemans Knob Lookout
- Harbour Masters Reserve

Strathalbyn

- Soldiers Memorial Gardens

Please visit Council's website for more information on locations at alexandrina.sa.gov.au.

Statement

The permit does not enable exclusive use of the area and as such members of the public are able to access the area.

Fees

A fee will apply to hold a wedding on community land and is payable in accordance with Council's [Schedule of Fees and Charges](#) available on Council's website alexandrina.sa.gov.au and hire fees are to be paid prior to the wedding.

Wedding Permit Application forms are required to be lodged with Council a minimum of twenty-one (21) business days in advance of the wedding unless otherwise negotiated with Council.

Permitted Locations

Approval may be obtained to conduct weddings in any public park, reserve or open space, subject to compliance with the requirements of Alexandrina Council.

Use of the beach is not under the jurisdiction of Council and as such, a permit is not required to be obtained from Council to use any portion of the beach within the Council area for the purpose of holding a wedding.

Council recommends contacting the Permit Team to confirm that there are no other events such as surf lifesaving or aquatic events at the same location to avoid crowding.

Permit Eligibility

Applications for wedding permits, and their subsequent approval, will be assessed by Council with consideration of the following factors:

- Existing bookings at the proposed location, including how many weddings are already scheduled.
- Equity of access to public parks and reserves.
- Public safety considerations and liability management.
- The effective management of the area to avoid conflict between different users.
- Potential impact on surrounding residents and nearby businesses.
- The potential impact on the reserve surface, including from structures such as marques.

Time Frame

As more than one wedding may be planned in the same reserve in one day, Council staff may assist with determining a suitable time for your wedding to occur so not to congest an open space area.

Conditions and restrictions

Weddings must comply with the following conditions:

- Exclusive use is unable to be given and as such, the exclusion of members of the public is not permissible.
- No barriers of any sort are to be erected that may prevent public access to pathways, gardens etc.
- No paper confetti can be used.
- No removal or injury to any of plants, flowers or shrubs (including rose petals) from within Council Parks and Gardens or any other Council owned reserve or property.
- The area is to be left in a clean and tidy condition.
- Cars are not permitted on reserves.
- No glass is to be used for toasts. Plastic cups or goblets are permitted.
- A limited Liquor License (issued through the Office of Consumer and Business Services) is not required if you are partaking in celebratory 'toasts' only and liquor is not being sold. *For further clarification please contact Council's Liquor Licensing Officer on 8555 7000 or the Office of Consumer and Business Services on 13 18 82.*

Note: Some areas within the region are designated 'Dry Zones', where the consumption of alcohol is prohibited during certain times. To check whether your requested location falls within a Dry Zone, please refer to the Council website - [Dry Areas](#).

Note: pursuant to Council By-Laws, fines may apply for breach of any of the above permit conditions.

Authorisation

Council may approve or deny the application by delegated authority or escalate the application to a Council meeting for decision once the application has been assessed. Approval may be granted by the Chief Executive Officer (or appropriate sub-delegate) if the use is consistent with provisions of Council Permit Policy and on any other conditions considered appropriate.

Council may:

- Approve an application and issue a permit with applicable fees; or
- Issue a limited permit agreement with conditions or restrictions that the Council sees fit and applicable fees; or
- Not approve the permit application providing reasons why the application was not approved.

If the application is not consistent with Council Permit Policy or is deemed high risk, potentially controversial or of high public interest, the request can be on an Ordinary Council Meeting agenda and presented to Council for decision.

Cancellation

Council may, by notice in writing to the holder of a permit; cancel, revoke, amend the conditions or withdraw a permit for breach of a permit condition or for any other reason deemed justifiable by Council.

However, before Council cancels or amends a permit, Council must –

- Give the holder of the permit a written notice of the cancellation stating the grounds on which Council proposes to act and allowing the holder a reasonable period to make written representations to Council on the proposed cancellation; and
- Consider any representations made in response to the notice.

The 'reasonable period' of time allowed for the permit holder to make written representation to Council must be at least one month, unless Council determines that a shorter period should apply to protect the health or safety of the public, or otherwise to protect the public interest.

Refund Policy

Notification of your cancelled event must be received in writing by the Permit Officer no later than 14 days prior to the scheduled start date. If an event is cancelled less than 14 days prior to the approved and scheduled date, any hire fees already paid may be forfeited.

P10 Weddings on Public Land Permit

LOCAL GOVERNMENT LAND BY-LAW 2010 – clause 9.38I / We (insert name(s))	
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Hereinafter called the Permit Holder

Of Postal address	
Email	
Telephone	

Pursuant to clause 9.36 of the Local Government Land By-law No: 2 of 2023 I/We hereby apply to Alexandrina Council for a Permit to use a portion/s of community land located at: (exact location/s of proposed activity – attach map/s as necessary defining proposed area of use)

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Wedding date:		
Wedding start time:		Wedding finish time:
Set Up Start Time:		Pack Up End Time:
Number of people expected to attend the wedding:		

For the purpose of (provide an overview of wedding details)

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Site Planning

Will you be erecting any structures?	YES	NO
Marques	YES	NO
Archways	YES	NO
Chairs	YES	NO
PA System	YES	NO
If YES , provide details of all temporary structures including quantity and size.		
Provide details on site map (attach).		

Is access through locked gates/bollards required? – provide details on site map.	YES	NO
Is power access required? – available at some locations.	YES	NO

Car Parking

Has transport services been arranged to bring guests to and from the ceremony?	YES	NO
If YES, please provide details.		

Site Clean Up

Please outline the cleaning management strategy for the site, post event (if the site is not left clean, costs associated with clean-up will be invoiced to the permit holder).

Site Plan – Ceremony Layout

Please include any infrastructure you intend on bringing to the site including chairs, marquees and archways.

Public and Products Liability Insurance

Public and Products Liability Insurance is mandatory for all events held on Council land. Weddings may be covered under the Alexandrina Council's one-off Public and Products Liability insurance upon application.

Please be aware that any excess costs resulting from a claim will be the responsibility of the applicant.

I have my own Public and Products Liability policy (copy attached).	YES	NO
I wish to apply for Public and Products Liability cover under Alexandrina Council's one-off liability insurance policy. Note: Alexandrina Council may charge a fee for one-off insurance. Fees payable will be accordance with Council's annual Schedule of Fees and Charges (as applicable). Conditions of insurance cover will apply.	YES	NO

High Risk Activities

Will your event include any activities that could be considered High Risk? e.g. injure people, damage the park, heavy furniture that could fall or tip or create significant liability. Please list any activities that may be classed as high risk.	YES	NO
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The issue of this Permit is subject to:

1. The Applicant agreeing to the General Conditions of Permit as contained herein;
2. The Applicant agreeing to any/all Special Conditions that Council may determine and attach to this Permit;
3. The Applicant paying the prescribed fee (if applicable).

GENERAL CONDITIONS OF PERMIT (as applicable):

The Applicant further agrees:

1. Activity To Be Within Defined Permit Area

All persons, equipment and activities associated with the Permit shall always remain wholly within the defined area.

2. Area to be Kept Clean

The Permit Holder shall keep the area of permitted use clean, tidy and undamaged. All equipment, rubbish, infrastructure and other items associated with the permit, shall be removed from the area at completion of the wedding. The area of permitted use is to be reinstated to its original condition by the Permit holder on completion of the wedding.

3. Cancellation or Amendment of Permit by Council

Council may, by notice in writing to the holder of a permit; cancel, revoke, amend the conditions or withdraw a permit for breach of a permit condition or for any other reason deemed justifiable by Council.

4. Clear and Unrestricted Pedestrian Access

Should the permit allow the placement of structures on road-related areas (footpath/road verge), the Permit Holder must ensure that clear, safe and unrestricted public/pedestrian access walk through of no less than 1.5 metres in width, is retained at all times along the footpath across the entire frontage of your activity and permit area.

5. Damage to permit area

No damage is to be caused to plants, flower beds, irrigations systems or any other public structure. Repairing and/or replacing any damaged Council infrastructure, will be the responsibility of the permit holder. If any necessary repair or replacement is not undertaken within a reasonable time, Council may repair and/or replace and recover the costs from the permit holder. The Applicant shall bear the cost of all repairs carried out by Council within the defined area which, in the opinion of the Chief Executive, have been made necessary by the activities of the Permit.

6. Equipment

Portable equipment including marquees, tables and chairs etc are permitted to be used, however it is the responsibility of the permit holder to ensure the equipment is located so as not to reasonably interfere with the use of the area by the public and is removed at the end of the wedding.

7. Indemnification of Council

The Applicant agrees to indemnify and to keep indemnified and to hold harmless Council, it's servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the granting of such permit and the establishment and operation of the said Permit.

8. Music / whistles / excessive noise

All measures must be taken to ensure minimal disturbance of residents. If music or amplification is proposed, please attach details.

9. No Exclusive Occupation

This Permit does not confer on the Applicant any exclusive right, entitlement or interest in the defined area (unless specifically provided pursuant to Section 223 of the *Local Government Act 1999*) and does not derogate from the Council's powers arising under the *Local Government Act 1999*. Use of the area must not interfere with the general public's right to access the area.

10. Obstructions

The area of permitted use is not to be obstructed by persons, vehicles or equipment associated with the permitted activity. Appropriate pedestrian access is to be always maintained. Footpaths, stairways and usual site access points are not to be obstructed.

11. Power

Not all sites have power supply and Council does not provide generators. Where power is available, a request is to be included in this form and will be assessed and availability determined. Fees may apply for the use of electricity. All electrical equipment used must be tagged and tested to the current Australian Standard.

12. Reinstatement

The area of permitted use is to be reinstated to its original condition by the Permit Holder on completion of the activity (within 24 hours after the conclusion of the event).

13. Removal of Equipment

All equipment, rubbish, infrastructure and other fixtures associated with the Permit must be removed from the area at completion of the permitted activity.

14. The Prescribed Fee

The Prescribed Fee shall commensurate with the fee prescribed annually by Council for this purpose. The Prescribed Fee is subject to annual review by Council within its adopted Fees and Charges pursuant to Section 188 of the *Local Government Act 1999*.

15. Times and Dates

The Permit Holder must undertake the permitted activity only during the times and dates specified in the Permit.

16. Valid Permit

The Permit Holder must carry the valid Permit at the time of the activity and display the Permit in a visible place or produce the Permit on request. This permit shall be produced to any Authorised Officer of Council on request.

17. Vehicle

No vehicle access is allowed on the permitted area unless the area is a clearly designated parking area.

18. Waste Management

The permit holder:

- must manage all types of waste generated from the event.
- will be responsible for the proper disposal of all rubbish and litter resulting from the event activity.
- must remove all waste from the site on completion of the event.

- will ensure waste generated by an event must not be placed in any public community waste bin.
- is to liaise with the Fleurieu Regional Waste Authority regarding bins, collection and any other waste matters – Event Bins - The Fleurieu Regional Waste Authority (FRWA).

Agreement

IT IS HEREBY AGREED by the permit holder, to comply with the conditions of such permit as set out in General conditions of Permit and declare that the particulars provided with regard to the proposed use where applicable are true and accurate.

1. I have read and understood the permit conditions and agree to abide by the said conditions.
2. I understand this permit is for a wedding ceremony only and that Council does not permit wedding receptions to be held in any public parks or gardens.
3. I understand that exclusive use is unable to be given therefore members of the public are able to access the area.
4. I agree to ensure that confetti is NOT used.
5. I agree to leave the site/gardens in a clean and tidy condition.
6. I understand my requirements under the Liquor Licensing Act to ensure a liquor licence is obtained for the consumption of alcohol in any public space.
7. I understand that sub surface irrigation exists on Council reserves and that driving tent pegs into these reserves for the purpose of erecting marquees is not permitted and that sandbags only can be used.
8. I understand that refunds are only available two weeks prior to the event.

AND

Please invoice me for payment at the address on this application form.

Signed for and on behalf of the permit holder

Applicant name		
Applicant signature		Date