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USE OF FACILITY APPLICATION
FOR USE OF PARKS, RESERVES
RECREATION GROUND, COMMUNITY HALLS

APPLICANT DETAILS *(enter as applicable)*

Organisation/Club Name:

CONTACT DETAILS *(enter as applicable)*

First Name:

Last Name:

Postal Address:

Town:

Postcode:

Phone:

Mobile:

Email:

BRIEF DESCRIPTION OF PROPOSED EVENT

Start Date:				Start Time:		End Date:			End Time:	
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INDICATE (TICK OR X) FACILITY REQUIRED

RECREATION GROUNDS / CENTRES	PARKS AND RESERVES	COMMUNITY CENTRES AND HALLS
<input type="checkbox"/> REC GROUND SMITHTON	<input type="checkbox"/> ANZAC PARK	<input type="checkbox"/> STANLEY TOWN HALL
<input type="checkbox"/> Ground 1 (Main Oval)		
<input type="checkbox"/> Ground 2 (Lower Ground)	<input type="checkbox"/> WEST ESPLANADE	<input type="checkbox"/> MARRAWAH MEMORIAL HALL
<input type="checkbox"/> Ground 3 (Little Athletics)		
<input type="checkbox"/> Cricket Nets	<input type="checkbox"/> EAST ESPLANADE	
<input type="checkbox"/> Netball/Tennis Courts		
<input type="checkbox"/> Hockey Centre	<input type="checkbox"/> TATLOW BEACH	
<input type="checkbox"/> INDOOR CENTRE SMITHTON	<input type="checkbox"/> MONTAGU RESERVE	
<input type="checkbox"/> REC GROUND STANLEY	<input type="checkbox"/> GREENS BEACH RESERVE	
<input type="checkbox"/> Multi-Purpose Building		
<input type="checkbox"/> Cricket Nets	<input type="checkbox"/> KING PARK	
<input type="checkbox"/> REC GROUND REDPA		
OTHER		
<input type="checkbox"/> PLEASE SPECIFY		

PLEASE NOTE:

**OCCUPATION OF FACILITY IS NOT PERMITTED UNTIL APPROVAL IS RECEIVED
 FROM COUNCIL OR CONTROLLING COMMITTEE**

SEASONAL HIRER

Date for Commencement of Season (<i>Including Pre-Season</i>)				
Date for Season End				

USAGE:

Day(s)	Times Required			Use/Function/Event
Monday	From		am/pm	
	To		am/pm	
Tuesday	From		am/pm	
	To		am/pm	
Wednesday	From		am/pm	
	To		am/pm	
Thursday	From		am/pm	
	To		am/pm	
Friday	From		am/pm	
	To		am/pm	
Saturday	From		am/pm	
	To		am/pm	
Sunday	From		am/pm	
	To		am/pm	

PLEASE NOTE: COPY OF THE ROSTER/S TO BE PROVIDED

Should the Hirer require the facilities outside these specified dates and times please make prior arrangements with the appropriate Special Committee.

EVENT DETAILS: (PLEASE CIRCLE YES OR NO IN THE LISTED CATEGORIES FOR THE PROPOSED EVENT/ACTIVITY)								
EVENT CATEGORY	Applicant Checklist	If YES, the following requirements must be noted (See details in section 4)						
		Requirements	1	2	3	4	5	6
A. WILL YOU BE SERVING FOOD?	YES / NO	✓						
B. WILL YOU BE SELLING FOOD?	YES / NO	✓						
C. WILL YOU BE CONSUMING/SERVING LIQUOR?	YES / NO		✓					
D. WILL YOU BE SELLING LIQUOR?	YES / NO		✓	✓				
E. WILL YOU BE ERECTING A MARQUEE OR TEMPORARY DWELLING?	YES / NO				✓			
F. WILL MORE THAN 1000 PEOPLE BE ATTENDING THE EVENT FOR 2 HOURS OR MORE?	YES / NO				✓			
G. ARE YOU A GOOD SPORTS MEMBER?	YES / NO				✓			
H. WILL YOUR EVENT REQUIRE PORTABLE SOCCER GOALPOSTS?	YES / NO				✓			
I. IS THIS A PRIVATE FUNCTION? (See Conditions of Use 5)	YES / NO					✓		
J. HAVE YOU PROVIDED A RISK MANAGEMENT PLAN?	YES / NO							✓
K. HAVE YOU INCLUDED A COPY OF INSURANCE POLICY?	YES / NO							✓
L. HAVE YOU INCLUDED A COVID-19 SAFETY PLAN?	YES / NO							✓

UNDERTAKING

I

on behalf of

(If organisation involved)

hereby make application for use of council recreation ground/ facility/ reserve shown above for the dates and times specified and acknowledge having received and read the *Requirements and Terms and Conditions of Use* and I and/or members of the above organisation undertake to be bound by them. I and/or members of the above organisation also undertake to make every effort to ensure that all individuals or groups using the recreation/facility reserve in association with this application comply with the *Requirements and Terms and Conditions of Use*.

Signature:

Signature:

Name:

Name:

Date:

Date:

DOCUMENTATION TO BE ATTACHED TO THIS APPLICATION

- a. Completed Risk Management Plan Assessment Form (See following example)
- b. Completed COVID-19 Safety Plan (if applicable www.business.tas.gov.au/coronavirus)
- c. Certificate of Currency or copy of Public Liability Insurance Policy
- d. Liquor Licence (if applicable)
- e. Registration of a Food Business (if applicable)
- f. A copy of sports roster/s (if applicable)
- g. A copy of Good Sports Accreditation (if applicable)

REQUIREMENTS

1. If food is prepared, sold or served as part of this hire a **Food Business (Temporary Event) Permit** may be required. Please contact Council's Environmental Health Officer on 6452 4800 to check if a licence is required, and if one is, the necessary steps will be advised.

2. No intoxicating liquor is to be served or sold in association with this hiring unless the necessary approval has been obtained from Council and evidence of Licensing Commission permits are produced. The applicant is to strictly observe wet and dry areas stipulated on the permit.

To sell liquor in Tasmania you need to be authorised under the *Liquor Licensing Act 1990*. Please contact the Department of Treasury and Finance Liquor and Gaming Branch www.treasury.tas.gov.au

Regular liquor licence holders are required to be a member of the Good Sports Program. Good Sports provides advice on alcohol and volunteer management, fundraising and club function guidelines.

<http://goodsports.com.au/become-a-good-sports-club>

It is a requirement that the organiser of the function registers the function with the Tasmania Police and obtains any permits and licenses necessary for the serving of alcohol to register your party with Tasmania Police, please contact your local police station or visit: www.police.tas.gov.au/permits/party-safe.

A person must not in a public reserve possess an open or unsealed container of liquor, consume liquor or sell liquor. Circular Head Council General Manager may give written approval for any public reserve to be exempted from the provisions of this clause for a period of time. Please make application to the General Manager.

3. The Tasmanian Building Regulations require that in some instances a Temporary Occupancy Permit and/or a Place of Assembly Permit may be required when a function is held on Council property if:

- a. A marquee/tent or temporary dwelling is to be erected with a floor space of more than 75m² and/or YES NO
- b. More than 1000 people will be attending the event for two hours or more YES NO

For Seasonal Use:

In most cases, use of recreation grounds is already recognised as a place of assembly will be exempt from this requirement.

4. Conditions of Use for Functions/Activities:

- a) The function/activity is not to cause a nuisance to surrounding neighbours.
- b) All functions/activities must be completed and cleaned up by 1.00am.
- c) The hirer of the Facility/Reserve is responsible for the repair and cleaning of the Facility/Reserve following an event.
- d) All costs associated with additional cleaning or repairs, over and above normal expectations will be recovered from the hirer.
- e) The maximum number of persons to occupy the facility is as per Place of Public Assembly Licence.
- f) All vehicles are to be parked in the designated parking areas at the Hall/Reserve.
- g) No materials are to be affixed to roof or walls.
- h) A specified refundable bond may be requested.

5. If your event will be using portable soccer goalposts, please contact Council for a copy of the Handbook for *Portable Soccer Goalposts – Manufacture, Use and Storage*.

TERMS AND CONDITIONS

1. All charges in relation to this application must be paid at the time of booking, unless the Council has approved suitable arrangements. All fees will be charged as per the current fees and charges schedule.
2. Grounds must be inspected before matches start on game day, if appropriate, using required checklists. A copy of the checklists is to be provided to Council monthly unless a risk has been identified and Council needs to be contacted.
3. The Council reserves the right to approve the use of the recreation ground/facility/reserve by other persons at any time not specified in this application at any time when the recreation ground/facility/reserve is not required for use by the applicant.
4. The Council may require the applicant to make available any building or facility on the recreation ground/facility/reserve to another user where such building or facility is not the property of the applicant. This may include removal of goods and chattels of the applicant if deemed necessary.
5. The Council reserves the right to cancel the applicant's use of a recreation ground/facility/reserve on a date shown in this application in the event of the ground being required for an extraordinary function or extraordinary use.
6. The Council reserves the right to close a recreation ground/facility/reserve for use or redirect users to an alternate recreation ground/facility/reserve where in the opinion of the Council, or their delegate, conditions render the recreation ground/facility reserve unsuitable for use.
7. The applicant shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to fire or public risk in connection with the hire of this recreation ground/facility/reserve.
8. The applicant, if an organisation or commercial operator, shall always during the term of this agreement, be the holder of a current public liability policy of insurance, which covers it in respect of the activities the subject of the of Council's facility and be for at least \$20 million. The said policy shall be affected with an insurer approved by Council. **A Certificate of Currency or copy of current Public Liability Insurance Policy must be attached to this application.**
9. The applicant, if an organisation or commercial operator, shall always during the allocated period of hire insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$20 million.
10. The applicant shall not produce, or perform, or suffer to be produced or performed on any reserve any dramatic, musical or other work in infringement of the copyright, or performing right of any owner of such rights, and it shall be a condition and term of this hiring that the applicant indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred in connection therewith.
11. The applicant must submit with their application, a Risk Management Plan approved by Council's Risk Manager. The Risk Management Plan must outline the risks associated with the applicant's use of Council's facility and how such risks will be addressed. The applicant agrees to comply with all the details of the Risk Management Plan and policy. In the alternative, the applicant confirms to Council's satisfaction participation in a risk management program which addresses the risk associated with the use of Council's facility.
See Risk Management Plan – all queries on this should be directed to Risk Manager on 6452 4800. A copy of the risk management plan is required before commencement of this agreement.
12. Council contact number for any issues, incident and hazard reporting is 6452 4800. Required contact should be made within two working days of the event.

RISK MANAGEMENT

- All users of CHC facilities must provide a risk management plan that is signed by the applicant or an office bearer of the applicant organisation.
- All users of CHC facilities must provide a COVID-19 Safety Plan.
- Public Liability Insurance to the value of \$20M or more that is supported by a copy of a Certificate of Currency must be carried by regular users of CHC facilities, but Council's insurance will cover casual one-off users of council facilities.
- Information about risk and a strategy to complete a risk assessment and develop a risk management plan follows

The Circular Head Council (CHC) sees risk management as a way of increasing the safety of all involved in recreation and as a way of reducing the likelihood of financial losses or damage to the reputation of those that offer recreation opportunities.

Risk management involves:

1. Establishing the context. Determining the level of risk required for each facility or activity. The greater the level of risk the greater the need for effective risk management.
2. Identifying risks. Considering what might go wrong prior to or during a use of a facility.
3. Analysing and evaluating risks – Assessing the likelihood and consequence of each risk.
4. Treating risks - Deciding what can and will be done to reduce risk and delegate responsibilities, allocate a timeframe and act.
5. Communicating and consulting - Documenting and discussing the risks with all stakeholders.
6. Monitoring and reviewing - Keeping an eye on the identified risks and look for 'new' risks.

Users of facilities need to identify the risks involved and assess and treat them and in doing so consider, amongst other things, the following:

- Their capacity to use the facility - the use should not exceed the capacity of a user and put their finances or brand at risk.
- The suitability of the venue for the intended use.
- The numbers involved in any one activity – they must not exceed the facility's occupancy capacity.
- Adherence to Council's Terms and Conditions of Use with reference to:
 - food preparation and distribution, alcohol management and smoking
 - the securing of any permits required for use (e.g. Temporary Food Permit)
 - compliance with all documented agreements associated with the facility use.
- The documentation of all decisions, allocated responsibilities and agreements with others.
- A contingency plan that considers postponement, cancellation or an alternative location.
- Management of waste and light and noise spillage.
- Effective communication with neighbours who might be impacted upon by the facility's use.
- Ensuring activities do not damage the natural environment (flora & fauna) or built assets.
- Ensuring staff or volunteers are allocated tasks for which they have the skills or documented training and that they understand:
 - communication procedures
 - Workplace Health & Safety and incident reporting
 - Security procedures that relate to both people and assets
 - Emergency Procedures – e.g. evacuation/first aid
 - COVID-19 requirements
- Regular hazard inspections or pre-use checks that as a minimum consider:
 - Electrical safety – electrical equipment used by the user should be tested and tagged
 - Fire Safety - fire-fighting equipment and relevant phone numbers should be in place
 - Dangerous goods – fuels and gas and heavy equipment must be carefully managed
 - Spectator, crowd and animal control
 - The impact of heat, rain, lightning or strong winds
 - 'High risk' activities such as fireworks or the arrival of a helicopter at an event – *NB: these deserve their own specific risk assessment and risk management plan*
- Hazard inspections or pre-use checks that as a minimum record:
 - Name of facility and inspector and date and time of the inspection.
 - A list of areas, assets or issues inspected, and the hazards identified (*NB: The inspection should be recorded even if no hazards are identified*)

- An Emergency Medical Plan based on a triage approach – e.g. first aid or ambulance – that is supported by appropriately stocked and easily located First Aid supplies and personnel with an ability to render first aid if required.
- An Emergency Evacuation Plan that is displayed and includes clear instructions and a clearly defined Emergency Assembly Point and easy access to phone numbers for police, ambulance, fire, Tas Networks and Council.
- Pedestrian and vehicular traffic management that considers:
 - Defined and safe entry and exit points
 - Disability access
 - Parking and road closures that create minimal disruption to neighbours
 - Clear entry and exit points for service and emergency and event vehicles
 - Drop off points for private vehicles, taxis or public transport (where possible)
 - Restricted vehicle access to areas that include electrical cable or overhead power lines
- Signage that is strategically placed to highlight matters such as:
 - Pedestrian and vehicular entrances, exits, parking and drop off and pickup points
 - Information, registration or First Aid posts and toilets and change rooms etc
 - No smoking areas and wet and dry areas if alcohol is involved
 - Emergency Evacuation Point
- Insurance including:
 - Cover against public risk for an amount of \$20 million (*NB: CHC's insurance covers casual one off users of CHC facilities*).
 - Worker's Compensation Insurance if anyone is 'employed' by the user(s).
 - Other relevant insurances - advice from an insurance broker is recommended.
 - Certificates of Currency for others involved in the use e.g. entertainers.
- An understanding of and compliance with relevant Legislation, Australian Standards, Guidelines and Codes of Practice (many of which are supported by resources that can be readily found on the internet) including but not limited to:
 - Workplace Health and Safety Act
 - Civil Liability Act
 - Building Act and Regulations
 - Planning and Environment Act
 - Dangerous Goods Act
 - Building Code
 - Australian Standards
 - Best Practice Manuals
 - Food Act 2003
 - Food Standards Code

NB: When users are developing a risk management plan, they should consult with CHC if they identify an area of concern or if they believe responsibility for an 'identified' and 'unmanaged' risk rests with Council.

Users of facilities should identify risks and assess, rate and treat them.

To identify risks, it is recommended that a risk identification checklist, such as the one below, is used.

If you answer **YES** to any questions in this checklist a risk has been identified and it should be assessed, rated and a treatment strategy for it included in a risk management plan.

Users of facilities should identify risks and assess, rate and treat them.

To identify risks, it is recommended that a risk identification checklist, such as the one below, is used.

If you answer **YES** to any questions in this checklist a risk has been identified and it should be assessed, rated and a treatment strategy for it included in a risk management plan.

RISK IDENTIFICATION CHECKLIST	
Will participants, spectators, officials, volunteers or the community be put at risk by hazards such as slippery surfaces, needle sticks, sunburn or dehydration?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will pre-use hazard inspections be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the venue have an occupancy limit?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will food be prepared, served or sold?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Might postponement, cancellation or an alternative location be needed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will the use exceed the capacity of facilities toilet or waste management facilities?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will light and noise spillage be an issue for neighbours?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any aspect of your use damage the natural environment or built assets?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will spectator, crowd or animal control or conflict be an issue?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will you be using electrical equipment or dangerous goods?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will temporary structures (e.g. shelters, marquees or jumping castles) be used?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will stakes be driven into the ground to secure any temporary structures?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will an 'Emergency Medical Plan' based on triage approach be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will an 'Emergency Evacuation Plan' be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will there be a need for pedestrian and traffic management strategies?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will there be any social functions associated with the use?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will alcohol be consumed or sold?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will insurances such as Public Liability be required?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will any lotteries, raffles or gambling be conducted as part of the use?	YES <input type="checkbox"/> NO <input type="checkbox"/>
All potential risks should be listed in a Risk Management Plan such as the one below.	
The accompanying LIKELIHOOD and CONSEQUENCE descriptors and RISK RATING matrix should be employed to assess the likelihood and consequences of the risks and to rate them. How they will be treated, by whom and when and their current status should be recorded.	

RISK MANAGEMENT PLAN ASSESSMENT FORM

Name of Organisation:

Name of facility to be used, activity or event:

Date(s):

RISK/HAZARD DETAILS	THE LIKELIHOOD OR CONSEQUENCE OF A RISK OR HAZARD		RISK RATING	ACTION PLAN	WHO	WHEN	STATUS
	LIKELIHOOD	CONSEQUENCE					

TO COMPLETE THIS SECTION – USE THE FOLLOWING DESCRIPTORS AND SEE THE EXAMPLE ON PAGE 11

RISK LIKELIHOOD		RISK CONSEQUENCE	
Level	Descriptor	Level	Descriptor
A	Almost certain - Expected to occur often	1	Insignificant - No injuries, Low loss
B	Likely - Once per year	2	Minor - First Aid, Medium loss
C	Moderate - Possible, once in 10-year period	3	Moderate - Treatment required, High loss
D	Unlikely - Not impossible. within 50 years	4	Major - Extensive injuries. Major loss
E	Rare - Unlikely within 50 years	5	Catastrophic - Death, Huge loss

RISK RATING MATRIX					
Likelihood	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
A (Almost Certain)	Extreme	Extreme	High	High	Medium
B (Likely)	Extreme	High	High	Medium	Medium
C (Moderate)	High	High	High	Medium	Low
D (Unlikely)	High	Medium	Medium	Low	Low
E (Rare)	High	Medium	Medium	Low	Low

RISK MANAGEMENT PLAN – (EXAMPLE ONLY)

Name of Organisation: Redrock Swimming Club

Name of Event: Regional Swimming Championships for Seniors

Date(s): 21-23 January 2017

RISK or HAZARD	LIKELIHOOD and CONSEQUENCES of a risk or hazard		RISK RATING	ACTION PLAN	WHO	WHEN	STATUS
	L	C					
The venue might not be fit for purpose	B	3	HIGH	All spaces to be used will be inspected.	Event Coordinator	Before each day or session of the event.	Required checklists developed.
Participants, might slip, trip or fall.	B	3	HIGH	Warning signs will be erected around the swimming pool.	Signage & Water Officer.	On the day before the event and every scheduled day.	Signage ready to be put up on the day.
Participants might suffer needle stick injuries.	C	3	HIGH	A pre event inspection will occur. Any needle sticks found will be correctly disposed of.	Event Coordinator	Before each day of the event.	Inspection to be completed on morning of the event.
Participants might become sunburnt.	A	3	HIGH	Free sun lotion will be made available to spectators and to contestants.	Event Coordinator	Lotion to be made available on each day of the event.	Lotion to be made available on each day of the event.
Spectator conflict might develop.	B	2	MEDIUM	Extra security will be provided.	Security Coordinator	Ongoing throughout the event.	Security requested for event.
An emergency evacuation might be required.	B	2	MEDIUM	All involved will be advised of the location of all emergency exits and Emergency Assembly area.	Event Coordinator	At the commencement of the event	Information to be offered during event welcoming ceremony.
The finances of the Redrock Swimming Club might be at risk	D	2	LOW	Participants and spectators will be charged entry fees and social events will seek to raise funds to help meet costs.	Club Committee and Treasurer	Before during and after the event.	Budget suggests RSC will break even or better on this activity.
Undue noise and disturbance to neighbours and surrounding properties.	B	2	MEDIUM	Neighbours will be advised events will commence at noon and be completed by 8.00pm and all social activity completed by midnight.	Event Coordinator	Prior to the commencement of the event	Information to be offered during the events planning.

APPLICATION ASSESSMENT (OFFICE USE ONLY)					
REQUIREMENTS		SUPPORTING DOCUMENTATION	CHECKLIST (For Council Use ONLY)		
Is the recreation ground / facility / reserve available?			Event entered in Venue Diary <input type="checkbox"/>		
YES <input type="checkbox"/> NO <input type="checkbox"/>			Event entered in Reserves Coordinators Diary <input type="checkbox"/>		
All charges in relation to hire		Receipt of payment of Fees	Bond: (\$)		
			Hire Fee: (\$)		
			Receipt No		
Proof of insurance (For organisations or commercial operators)		Certificate of Currency	Copy of insurances received: <input type="checkbox"/>		
			Policy No:		
			Expiry Date:		
Risk Assessment		Risk Management Plan (RMP)	RMP Completed and Approved		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
Notification of a Food Licence Required?		Copy of permit	Risk Management Officer's Initials:		
YES <input type="checkbox"/> NO <input type="checkbox"/>			Environmental Health Officer's Initials:		
Alcohol – Serving? YES <input type="checkbox"/> NO <input type="checkbox"/>			Responsible Serving of alcohol Certificate?		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
			Registered with Party Safe?		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
Alcohol – Selling? YES <input type="checkbox"/> NO <input type="checkbox"/>		Liquor Licence	Permission from General Manager? (If in Public Reserve)		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
COVID-19 Safety Plans		Copy of Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>		
COVID-19 Safety Plans		Copy of Plan	COVID-19 Safety Plan received?		
APPLICATION APPROVED BY					
Approving Officer Details:					
Name:		Position:			
Signature:		Date:			
Comments:					
AFTER USAGE – RECREATION GROUND/FACILITY/RESERVE INSPECTION					
Clean and Damage Free?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Authorise return of Bond (If applicable)		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Inspecting Officer Details:					
Name:		Position:			
Signature:		Date:			
Inspection Comments:					