

CAIRNS – PUBLIC PARKS, RESERVES AND BEACH PERMITS from Ellis Beach to Bramston Beach - BOOKING INSTRUCTIONS

As at June 2011

It is imperative that a Booking be made at least 2 weeks before the Wedding or Function. This will enable Council Officers the time to process your Application. If you should then wish for some reason to change the actual venue close to the day, you would need to phone Council (see CONTACTS below) with the new proposed venue, and a Council officer will advise the availability of the new requested venue. Be aware that any communication must be MON-FRI – 8.30 m -5PM. The Council Offices are closed on SAT AND SUN. Remember to give the EXACT location ie., “on the Beach, opposite 136 Arlington Esplanade, Clifton Beach.”

To make a BOOKING : Use the Council ONLINE FACILITIES AT

<http://www.cairns.qld.gov.au/facilities-and-recreation/parks/booking-of-public-spaces/parks-booking-form>

(The online booking form has a link to the Google Street View instructions in the "Provide a Site Map" section under the link: [Download instructions on how to provide a site plan](#)) **OR** see Pages 2 and 3 of this Information Sheet.

There are two (2) options –

(OPTION 2 IS THE PREFERRED OPTION TO EXPEDITE THE APPLICATION.)

1. At the top of the Page you will see the PDF and DOC forms that you can download and return completed to the Cairns Regional Council.
2. **OR**, continue down the page and TICK all the Boxes that apply , BUT making sure the Compulsory Fields marked with a **RED Asterisk (*)** are completed. THEN, tick TERMS AND CONDITIONS, and then hit SUBMIT.

An automatic RESPONSE will be sent almost immediately to acknowledge your request. A Permit will be issued to you later once the Application is processed, and your Celebrant will also be notified with a written Notification of Booking by you.

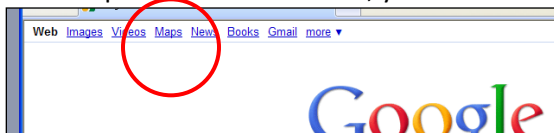
For any problems with Online Booking or other enquiries – **CONTACT:** [Jenny Edwards](#) | **Project Officer**, Sport, Recreation & Community Development | **Cairns Regional Council - Phone:** 07 4044 3010 | **Fax:** 07 4044 3830 **Email:** J.Edwards4@ Cairns.qld.gov.au | **URL:** [Cairns.qld.gov.au](http:// Cairns.qld.gov.au)
Mail: PO Box 359, Cairns Q 4870 | **Office:** 119-145 Spence St, Cairns Q 4870

SEE PAGE 2 for Instructions on using Google Street View as an Aid to your Application - **How to use 'Google Street View' – DM5#3114720**

How to use 'Google Street View' – DM5#3114720

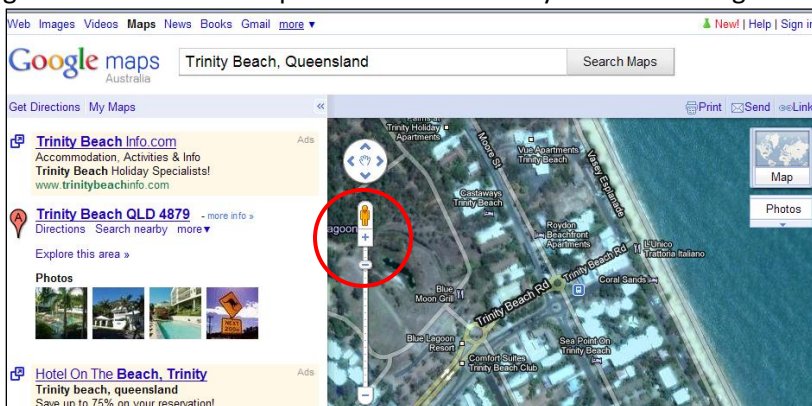
When an applicant is unsure of the exact location they wish to use for their event, forward them these details: (This is very useful for applicants needing to change their requested location and are unable to return to the site – e.g. interstate)

1. Open internet browser and type in www.google.com.au
2. In the top of the search screen, you will see the following:

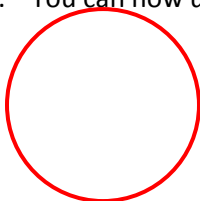


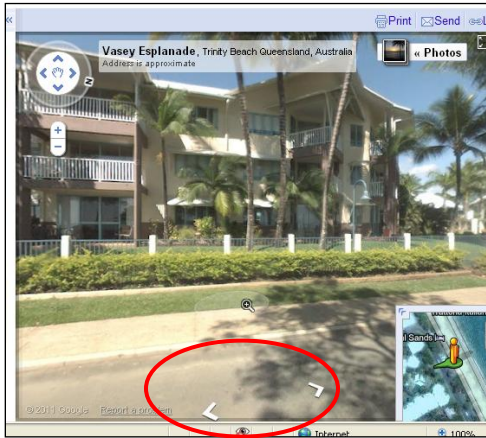
Click on “Maps”

3. Type in suburb of location you want – eg “Trinity Beach, Queensland”
4. Go to the map and double click on the general area – eg the beach
5. When you are zoomed in enough to clearly see the roads that Google outlines in shaded white, go to the left of the map and left click on the yellow human figure:



6. Whilst holding down the right mouse button, drag the figure to the street closest to the location you want and you will see the streets out lined in blue, then release the mouse button over the top of the desired location
7. Google will then load a photo of the “street view” from the location where you placed the figure
8. You can now use the toggle arrows on the screen to direct your view:





9. You can also use the white arrows located on the road to 'drive' up or down the road to view other sections along that road or to turn corners in the roadway
10. When you have found your ideal location, use the toggle arrows to look behind you in the case of a foreshore, or to each side in the case of a park location
11. "Street View" will usually tell you the street number and name of the location you are viewing
12. You can use the plus and minus signs below the toggle arrows to zoom in on a particular spot to see a number of the letter box or the name of the building
13. If the location directly next to or behind your location is unclear, use the road arrows to identify a landmark nearby

Advise Cairns Regional Council of your exact location.