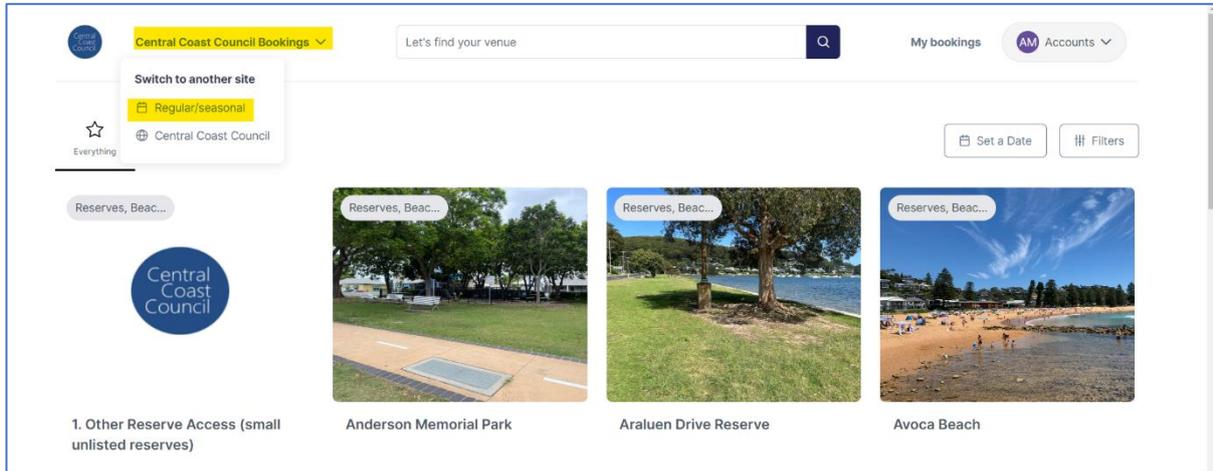
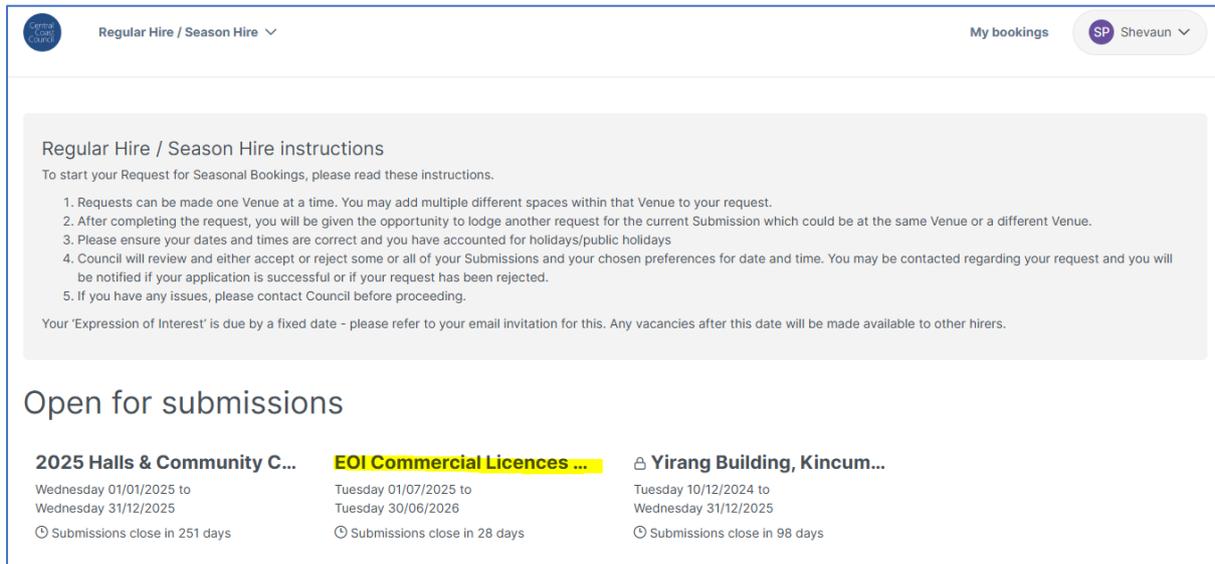


## Applying for a Regular/Seasonal Booking (Commercial Licence)

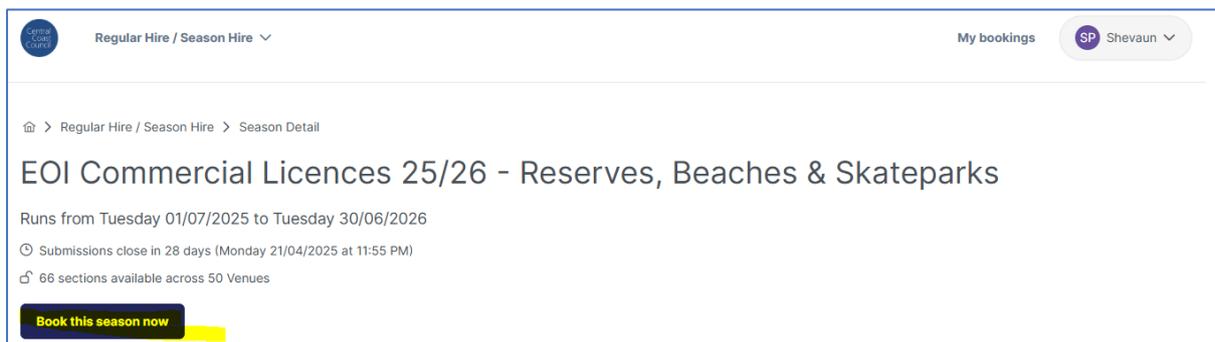
1. Log into your bookable account <https://centralcoast.bookable.net.au/>
2. Once logged in click on drop down menu in the top left corner of your page and select Regular/Seasonal



3. Click on EOI Commercial Licences 25/26 - Reserves, Beaches and Skateparks



4. Click on book this session now, select your venue from the menu (only 1 venue can be selected at a time)



Regular Hire / Season Hire ▼ My bookings SP Shevaun ▼

**Available Venues**

- Avoca Beach - Commercial Licence
- Avoca Beach North - Commercial Licence
- Avoca Lagoon - Commercial Licence
- Blue Lagoon Beach - Commercial Licence
- Buff Point, Edgewater Park - Commercial Licence
- Canton Beach - Commercial Licence
- Chittaway Lions Park - Commercial Licence
- Copacabana/ MacMasters Beach - Commercial Licence
- Ettalong Foreshore - Commercial Licence
- Forresters Beach - Commercial Licence
- Goodaywang Reserve - Commercial Licence
- Gosford City Park - Commercial Licence
- Gosford Lions Park - Commercial Licence
- Gosford Waterfront - Commercial Licence
- Gosford Waterfront - South of Sailing Club - Commercial licence
- Hunter Park - Commercial Licence
- Jenny Dixon Reserve - Commercial Licence

## 2026 - Reserves, Beaches & Skateparks

### Commercial Licence

Application for 2025/26 Commercial Licence activities - Surf Schools (3 licences) / Personal Trainers & Bootcamps (2 licences).

For Commercial License application, select the **Regular Hire/Season Hire** option in the **Central Coast Council Bookings drop down menus 25/26** under the **Open for Submissions heading**.

2024/25 fees as a guide. 2025/26 fees and charges have not yet been adopted by council and will not be released until 1 July

[Learn more about the Venue](#)

5. Fill in the submission details.

Cancel
Continue >

1

Select

2

Choose dates

3

Confirm & Submit

### Submission details

**Season**

EOI Commercial Licences 25/26 - Reserves, Beaches & Skateparks
 ↻ Not the one? Select another season

**Venue**

Avoca Beach - Commercial Licence
 ↻ Not the one? Back to Venues

**Name of Submission**

**Purpose** **Number of People Attending**

✕ ▼

▼ ▲

**Your Booking Account**

Proceed as

Shevaun Parker (Private Hirer)
 ↻ Not you? Log out

**Regular Hire / Season Hire instructions**

To start your Request for Seasonal Bookings, please read these instructions.

1. Requests can be made one Venue at a time. You may add multiple different spaces within that Venue to your request.
2. After completing the request, you will be given the opportunity to lodge another request for the current Submission which could be at the same Venue or a different Venue.
3. Please ensure your dates and times are correct and you have accounted for holidays/public holidays
4. Council will review and either accept or reject some or all of your Submissions and your chosen preferences regarding your request and you will be notified if your application is successful or if your request has been rejected.
5. If you have any issues, please contact Council before proceeding.

Your 'Expression of Interest' is due by a fixed date - please refer to your email invitation for this. Any vacancies after this date will be made available to other hirers.

**Note:-** if you have multiple locations, you will need to have separate booking numbers as the system does not allow multiple locations to be under the same booking number.

6. Choose your submission frequency. Select - **On a Schedule**. This will allow you to repeat your bookings weekly.

7. Add in your Name of series (**Booking name**)

- Then select your space (**Fitness, Surf etc**) Ensure you put 7am – 7pm to block out the whole day.

Which spaces would you like to book?

Avoca Beach - Surf Sch... from 7 AM : 00 to 7 PM : 00

- Repeat every **1 weeks**
- Select each day, **Monday – Sunday** (you want to be selecting everyday even if you only operate once or twice a week)
- Ensure your start date is **01/07/2025**.
- When would you like to finish? Click **On 30/06/2027**
- Click **Save series**.

How would you like to book this season?

**On a schedule** - Choose repeating dates and times and override them as needed

**With irregular dates** - Go with ad hoc dates for bookings that don't follow a regular pattern

Schedule times  
You can customise individual dates in the next step.

+ Add another repeating series

No name - dates

Name of series  
Give it a name such as "Under 13's training" or "Performance days"

Which spaces would you like to book?  
Select a space

Repeat every  
1 weeks

Which day/s would you like to book?  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

When would you like to start?  
01/07/2025

When would you like to finish?  
 after 1 time/s  
 On 30/06/2026

Save series Save and Add new Series

- Refine and Confirm - Scroll down to see all your dates, once schedule is correct, Click Continue.

 Refine and confirm 365 dates

[+ Add another date](#)

Central Coast Council Surf Lessons 

- [Tuesday 01/07/2025](#) 
- [Wednesday 02/07/2025](#) 
- [Thursday 03/07/2025](#) 
- [Friday 04/07/2025](#) 
- [Saturday 05/07/2025](#) 
- [Sunday 06/07/2025](#) 
- [Monday 07/07/2025](#) 
- [Tuesday 08/07/2025](#) 
- [Wednesday 09/07/2025](#) 
- [Thursday 10/07/2025](#) 
- [Friday 11/07/2025](#) 
- [Saturday 12/07/2025](#) 
- [Sunday 13/07/2025](#) 
- [Monday 14/07/2025](#) 

[Continue >](#)

15. You will be prompted about School Holiday and Public Holiday dates that you booking dates fall on –scroll to the bottom and select **Accept Holiday Dates**. Please note this may take a little while to finalise as it is booking everyday into the system so, please be patient.

Holiday Dates		
The following dates included in your booking fall on holiday dates. Please delete the dates you wish to remove from your booking or click 'Accept' to proceed:		
Date	Holiday Name	Delete
05/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
06/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
07/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
08/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
09/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
10/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
11/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
12/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
13/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
14/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
15/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
16/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
17/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
18/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
19/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
20/07/2025	2025 Mid Year School Holidays	<input type="checkbox"/>
27/09/2025	2025 Term 3 School Holidays	<input type="checkbox"/>
28/09/2025	2025 Term 3 School Holidays	<input type="checkbox"/>
29/09/2025	2025 Term 3 School Holidays	<input type="checkbox"/>

16. On the Confirm and Submit page you can see your pricing summary for the entire year, each booking date and booking details. Please note that no fees for 2025/26 commercial licences will be here as fees are not adopted until 1 July.

### ✔ Confirm Submission Information

**Name of Booking** (4/150 characters)

**Purpose of Booking**

**Number of People Attending**

**Description** (1000 characters)

You can optionally leave a description to help you remember what the booking is for, and to guide our bookings team.

**Special Requirements** (1000 characters)

Let us know special requirements you have, such as accessibility needs, dietary restrictions, or technical requirements

#### Test

Your booking is tentatively reserved whilst you complete everything

📅 Starting Tuesday 1st July 2025

📍 Avoca Beach - Commercial Licence

👤 Shevaun Parker

[Modify Booking](#) [Download Quote](#)

#### Pricing Summary

⚠️ Central Coast Council fees and charges are applicable to this current financial year. Fees and charges are adopted on the last Tuesday of June for the new financial year commencing 1 July. Council regularly updates pricing and one or more of the items on this booking may be re-priced at a later date. A notification will be sent if this occurs.

<b>Fees</b>	<b>\$0.00</b>
<b>Bonds</b>	<b>\$0.00</b>
<b>Booking fees</b>	<b>\$0.00</b>
<b>Total incl. GST</b>	<b>\$0.00</b>
<b>Payable now</b>	<b>\$0.00</b>
<b>Payable later</b>	<b>\$0.00</b>

17. Scroll down the page and upload the required documentation.

### 📁 Documentation

*Make sure each document you upload is no larger than 30MB*

**Risk Management Plan**  
Mandatory documentation to proceed with your booking.

[View more information](#)

No documents uploaded.

[Choose a File](#)

**Site Map**  
Mandatory documentation to proceed with your booking.

[View more information](#)

No documents uploaded.

[Choose a File](#)

**Environmental Risk Assessment**  
Mandatory documentation to proceed with your booking.

[View more information](#)

No documents uploaded.

[Choose a File](#)

## 18. Upload any additional documents and then click **Complete Booking**

### Timetable

Mandatory documentation to proceed with your booking.

No documents uploaded.

[Choose a File](#)

### Parking Management Plan

Mandatory documentation to proceed with your booking.

No documents uploaded.

[Choose a File](#)

### Additional Documents

Provide any further documentation that will help us review your booking.

No documents uploaded.

[Choose a File](#)

### Subscribe Others to Booking Notifications

[Add Contact](#) ▼

Name	Email	Phone number
Add a contact to subscribe other people to booking notifications.		

[Complete Booking](#) >

## 19. You will be prompted to view the terms and conditions and upload any required documentation once you have read/accepted Terms and conditions tick the box and press continue.

### Terms and Conditions

Part 2 - Standard Licence Terms

1. Licence

1.1 Grant of the Licence  
Council grants to the Licensee a temporary licence to use and occupy the Site described in Part 3 of the Information Table for the purpose of the Permitted

[Print](#)

### Specific Booking Requirements

Any documents specified below must be uploaded as part of your booking. Bookings that do not include the required documents may be delayed or rejected.

Risk Management Plan - <a href="#">Visit Page</a> *	<a href="#">Upload Document</a>
• No documents uploaded.	
Site Map - <a href="#">Visit Page</a> *	<a href="#">Upload Document</a>
• No documents uploaded.	
Environmental Risk Assessment - <a href="#">Visit Page</a> *	<a href="#">Upload Document</a>
• No documents uploaded.	
Timetable *	<a href="#">Upload Document</a>
• No documents uploaded.	
Other Documents required before approval - Certificates if Accreditation, Senior first aid and CPR Certificates and Working with Children Check.	
Parking Management Plan *	<a href="#">Upload Document</a>
• No documents uploaded.	

I have read and accept the Terms and Conditions.

[Continue](#)

20. Your EOI request is now submitted. Click on view and manage your booking to go back to your account. The booking will remain as tentative until the Open Space Reserve Bookings team have assessed your booking.

The screenshot shows a user interface for a booking system. At the top left, there is a logo for 'Open Space Reserve' and a dropdown menu for 'Regular Hire / Season Hire'. At the top right, there is a 'My bookings' section with a user profile for 'Shevaun'.

The main content area is divided into two columns. The left column has a white background and contains the following text and buttons:

- Your interest has been received!** (with a party popper icon)
- A confirmation message: "A confirmation has been sent to **shevaunburley@hotmail.com** and our team will be in touch in the near future."
- A list of three buttons with right-pointing chevrons:
  - View and manage your booking** (highlighted in yellow)
  - Make another request
  - Explore other venues available to hire

The right column has a dark blue background and contains the following information:

- A large grey circle with a white checkmark icon.
- Interest #5913**
- Test**
- Avoca Beach - Commercial Licence
- 365 dates starting Tuesday 1st July 2025
- Shevaun Parker

Decorative colorful shapes are scattered around the main content area.