



CUMBERLAND
CITY COUNCIL

LINE MARKING

Guidelines

Seasonal Clubs

General Requirements

- **7 days' notice is required** for all requests. If less than 7 days' notice is provided, the request will be denied.
- All requests must be sent to **Emma Higgins, Open Space Liaison & Technical Officer** at emma.higgins@cumberland.nsw.gov.au.
- Council will confirm **availability of stock** and the requested **date and time**.
- **Guildford Depot:** 167 Fairfield Road, Guildford West
- **Auburn Depot:** 94 Chiswick Road, Auburn (*opposite Auburn Botanic Gardens*)
- For any questions please contact **Emma Higgins** at emma.higgins@cumberland.nsw.gov.au.

PAINT SUPPLY

- Clubs that **do not request paint** in advance will **not** be supplied.
- **Paint ratio: 75% water / 25% paint.**
- Clubs may request **additional paint**, but approval will be granted on a case-by-case basis.

LINE MARKER USAGE

- **Line markers will not be supplied** without a prior request meeting the required notice period.
- Machines **must be returned in working order** and cleaned according to instructions.
- **Paint ratio: 75% water / 25% paint.**

Cleaning Instructions

1. Thoroughly clean the machine with **cold water** and a **plastic scourer**.
2. Remove the **filter bowl**, wash the **filter screen and bowl** under running water.
3. Flush the **lines and pump** with a large amount of water.
4. Remove the **nozzle** and clean it under running water using a **toothbrush**.

COUNCIL LINE MARKING

- Council will complete the **initial line marking** at the start of each **Summer and Winter season**, typically during the seasonal **changeover period**.
- It is then the **Club's responsibility** to maintain the line marking throughout the season.
- **Additional line marking requests** will incur a **fee per field, per line mark**, in accordance with Council's **Fees & Charges** (*available on our website*).
- If additional line marking is required:
 1. The **schedule form** must be completed.
 2. Council's **Open Spaces Team** will review the request and confirm scheduling (subject to weather conditions).
 3. The **Bookings Team** will issue an **amended invoice** for the Club's booking.



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REQUEST FORM			
7 days notice is required. If 7 days is not provided, requests will be denied.			
Council Line Marking <input type="radio"/>	Ordering Paint <input type="radio"/>	Hire Line Making Machine <input type="radio"/>	
Club Name			
Sporting Code			
Sportsground/s & Field/s #			
Person Making Request			
Person Picking Up & Mobile <i>Paint and Hire of Machine only.</i>			
Pick Up Date & Time			
Pick Up Location <i>Line Marker can only be collected from Guildford.</i>	Auburn Depot <input type="radio"/>	Guildford Depot <input type="radio"/>	
Paint Colour <i>Ordering Paint only Max 2 Tubs per colour per request</i>	Black <input type="radio"/>	White <input type="radio"/>	Red <input type="radio"/>
Schedule for Council <i>Required for ongoing Line Marking. Fees will be incurred as noted above per field per line mark. No Schedule = Denied Request</i>	Yes <input type="radio"/>		No <input type="radio"/>

SCHEDULE

For Ongoing Paint requests:

Sportsground	Field	Date Required By	Completed <i>Council Use</i>