

# Filling in an application form for an Event in a National Park or Reserve

Certain activities may only be conducted in a National Park or Reserve with an appropriate agreement pursuant to Section 35(4) of the National Parks and Wildlife Act 1972. Such activities include fishing and surfing competitions, fundraising walks, product demonstration days and bike races, amongst others.

To determine if an agreement is required and to enable the issue of that agreement, you are required to submit an application form to the Department of Environment, Water and Natural Resources (DEWNR). This factsheet will assist you to complete the correct application form.

Forms should be lodged at least 60 days before your event, or 90 days in Co-managed Parks. Applications forms are available from the DEWNR website: <http://www.environment.sa.gov.au/licences-andpermits/events-permits>

## Which form do I need?

Clubs or organisations which intend to hold a number of events in Parks and Reserves over the space of the year should consider completing the *Application to hold Multiple Events in a National Park and Reserve*. A single agreement can then be issued authorising all the events, reducing the need for multiple forms. To issue a multiple event agreement, the events must be conducted by the same club or organisation.

Alternatively, if you are holding a single event, and do not intend to hold any other events in Parks and Reserves during the year you should complete the *Application to hold a Single Event in a National Park or Reserve*.

## Event Location

Please include a detailed map or plan of your event. Include any running/walking/cycling routes, staging or marshalling areas, proposed car parking areas and the location of any infrastructure, structures or signs required for the event.

Please note an event map or plan is not required if applying for a *Multiple Event Agreement*.

## Event Schedule

Applicants for a Multiple Event Agreement are required to submit an Event Schedule with their application form. The event schedule should list all major events (events with 40 or more people or where infrastructure or other special consideration is required) and should also provide information relating to minor events such as training sessions with less participants. An example is included with the application form.

This is not required with applications for a Single Event.

## Activities and Purpose

Choose the option that best describes the purpose for your event, or choose *Other* and provide more information.

Please briefly describe the event including more detail on what activities will be occurring.

## Special Considerations and Equipment Requirements

These questions are required for preparation of the agreement, or to seek other special permissions under the relevant legislation. Please follow the instructions on the form and complete the Annexures if required.

## Insurance

Applicants are required to hold an appropriate level of Public Liability Insurance Cover. In most instances, the minimum cover permitted is \$20,000,000.

## For more information

Email:

[DEWNR.ParksLicensingandEvents@sa.gov.au](mailto:DEWNR.ParksLicensingandEvents@sa.gov.au)

Fax: 8115 1324

