



Application to hold a Single Event in a National Park or Reserve

1. Event Name

2. Applicant Details

Business/Organisation Name

Trading Name (if different from above)

ABN

ACN/Incorporation Number

Address

Contact Person

Phone

Mobile

Fax

Email

Event Dates and Times

Set Up Start Date

Approx. Time

Event Start Date

Approx. Time

Event Finish Date

Approx. Time

Pack up Finish Date

Approx. Time

3. Event Location

Park Name(s)

Please attach a detailed map/plan showing the proposed location of the event including where any temporary infrastructure to be erected and the proposed location of participants car parking, temporary signage and course marking. If the event will occur in multiple Parks, please ensure your map/plan includes details relating to when you will enter and exit each individual Park.



4. Event Activities and Purpose

Please tick all that apply

- Concert/Entertainment Trail Walking/Running Orienteering Cycling
 Vehicle/Motorbike Race Fishing/Surfing/Boating Education Other (Specify Below)

What is the purpose of these events?

- Competition Offering goods/merchandise for sale or hire
Offering a service for a fee or other reward Conducting speed trials
Any other activity to make a profit
Fund-raising - Name of Organisation/Charity
Other, please describe

Briefly describe the event

5. Event Participation

Expected Numbers (includes organisers and participants)

0-50 51-100 101-200 200+ (please provide approx. numbers)

Will there be any children at the event? Yes (please provide details below) No

6. Special Considerations

- | | | |
|---|-----|----|
| Does the event require any animals to be brought into the Park? | Yes | No |
| Will the event incorporate any commercial filming (video or photography)? | Yes | No |
| Will the event incorporate any scientific research or observation? | Yes | No |
| Will there be catering, or the sale/provision of food and beverages at the event? | Yes | No |
| Will alcohol be provided/sold at the event? | Yes | No |
| Is any camping required as part of this event? | Yes | No |
| Will the event use the Park name or NPSA Logo in letterheads or advertisements? | Yes | No |
| Will there be any sponsorship of the event? | Yes | No |
| Will the event be seeking a waiver of fees? (Charity events only) | Yes | No |
| Will any DEWNR staff be required to be present at the event? | Yes | No |

If you answered yes to any of these questions, please complete the relevant sections of Annexure A.



7. Equipment Requirements

Does the event require the use of existing facilities (car parks, toilet blocks, etc.)?	Yes	No
Will there be a generator at the event?	Yes	No
Will there be sound speakers, or sound amplification devices at the event?	Yes	No
Does the event require any other equipment or facilities (such as marquees, shelters signage or course marking)?	Yes	No
Does the event require any vehicles to enter the Park?	Yes	No

If you answered yes to any of these questions, please complete the relevant sections of Annexure B.

8. Insurance

Do you hold Public Liability Insurance for this event? Yes No

Level of Insurance Cover (in \$AUD)

Policy Expiry Date

Checklist

Please ensure the following documents are included with your application

Plan/Map of Event Location

Public Liability Insurance Certificate of Currency

Other documents may be requested to be provided such as; Emergency Response Plans, Risk Management Plans, Traffic Management Plans etc as required.

Acknowledgement

I declare that the information provided in this application is true and correct.

I declare that I will notify DEWNR if the information provided in this application becomes untrue, or if the details regarding the proposed event changes.

I acknowledge there may be fees associated with this event agreement.

Applicant name (Please Print)

Signature of Applicant

Date

Completed Application Forms

Email: DEWNR.ParksLicensingandEvents@sa.gov.au

Fax: 8115 1234



Annexure A

Animals - What animals are required as part of the event?

Camels

Horses

Other (Specify Below)

Please provide details including what the animals will be used for, where they will be kept and how they will be secured

Filming/Photography - What type of commercial filming will be undertaken?

Still Photography

Video

Contact details, including name and phone number for filming operator (if different to event organiser)

Scientific Research - Please provide details of the scientific research or observations at the event

Food and Beverage - Please provide details of the sale/provision of food and beverage, or any catering at the event(s)

Alcohol - Describe if alcohol is to be sold or supplied by the event organiser, or if the alcohol is to be brought to the event by participants for private consumption

Camping - Please describe the location and estimated numbers of any camping required at this event?

Park Name/NPSA Logo – Please describe the proposed use of either the Park name or the National Parks, South Australia (NPSA) logo in any letterheads, stationery or advertising

Sponsorship – Please list all companies providing sponsorship for the event, describe the type of sponsorship and what presence the sponsor will have at the event

Waiver of Fees (Charity events only) – Please provide details of the registered charity the event is in aid of

DEWNR Staff – Please provide details of what capacity DEWNR staff will be required at the event. If DEWNR staff are required at the event, a fee may be charged to the event for this service.



Annexure B

DEWNR Facilities

Please list any DEWNR facilities to be used as part of this event (eg. toilet blocks, car parks, campgrounds, buildings, etc.)

Provide details of any generators at the event (type, size, etc.)

Describe the size and type of any speakers or sound amplification equipment at the event

Please provide details of any other equipment you will provide at the event

Shelter/Tent/Marquee	Signage	Portable Toilets	Stage/Seating
Course Markings/Flags	Amusement Rides	Jumping Castles	Other (specify below)

Please describe the equipment required for this event including any requirements for its set-up and pack-up

Vehicles

Does your event require the use of any vehicles for either support or first-aid purposes?

Yes No

Will the vehicle(s) be required to access roads or tracks in the Park not usually accessible to public vehicles?

Yes No I don't know

