

Small scale event application form

When do I use this form?

For group events with less than 150 people that does not require exclusive use, this includes events held by educational groups of any size.

Note: Non-exclusive use means that other park users are permitted to be in the area and you do not have permission to rope off any section of the park.

Other types of applications

Groups of less than 40 people	Check with the local NSW National Parks and Wildlife (NPWS) office if an application via this Application Form is required.
Larger events (over 150 people)	Contact the NPWS events team events.nationalparks@environment.nsw.gov.au
Guided commercial experiences	Any business or organisation taking a guided commercial experience must be licensed through the Parks Eco Pass licensing system and fees apply. Contact park.businesses@environment.nsw.gov.au .
Filming and photography (including drones)	Contact filming.photography@environment.nsw.gov.au .
Large group camping	Contact the Local NPWS Office.
Aboriginal cultural events	Contact the NPWS Area Manager.

When is the application due?

An application form can be submitted up to 12 months before the event date. Any application form submitted less than 15 business days prior to the event may not be approved and will incur fees for late submission. The Department of Planning and Environment (DPE) reserves the right, in its sole discretion, to waive late submission fees at any time.

Terms and conditions

This application form is subject to the [event terms and conditions](#) and any additional conditions provided by NPWS on acceptance of the application.

Fees

Refer to the small scale events fee structure for all applicable fees.

A number of fee exemptions and discounts apply for Aboriginal cultural events, educational groups and not for profit, volunteer and community groups. Please see the small scale events fee structure for all details.

Section 1 – applicant details

The Department of Planning and Environment (DPE) is requesting your personal information so that your application can be processed to hold a event on National Park. DPE will use your personal information to contact you in relation to your application. DPE will not disclose your personal information to anybody unless DPE are required to do so by law or you have given consent for disclosure (see the DPE Privacy Management Plan s 8.6 and 10). Providing us with the requested information is not required by law. If you choose not to provide us with your personal information we may be unable to process your application.

A company name and company ABN is applicable if an entry, participation or membership fee is collected – donations are considered fees if they exceed direct costs.

Company (if applicable):

Company ABN (if applicable):

Name:

Group name:

Address:

State:

Postcode:

Email:

Phone (for contact pre-event):

On -site contact person and phone:

Emergency contact:

Section 2 – event details

Event name:

Detailed description of event:

Type:

Car rally

Charity or fundraising event

Charter tour (one-off)

Community event

Corporate event

Educational activities/excursions (including schools, universities, TAFE, Scouts, Pathfinders and Duke of Edinburgh)

Horse riding

Private party

(e.g. birthdays, engagements and family reunions)

Social media 'Meet Up' or Facebook group

Sporting event

Picnic shelter booking

Wedding (including ceremonies and/or receptions)

Other (please specify):

One-off events – complete first row only

Event series (multiple events) – complete one line per event date

- Fees apply to each series date.
- If one event in the series attracts over 150 people, the series will be managed by the NPWS events team.
- If the event series has more than 10 event dates, please submit additional table separately.

	Event date	Set up and pack down times	Event location	Group size	Event notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Section 3 – event features

Please indicate if you are planning any of the following features for your event.

If yes – please use Schedule 1 (page 5) to detail the nature of the request and seek approval from NPWS.

Camping	Yes	No	Road closures of traffic management	Yes	No
Catering including alcohol service/sales	Yes	No	Signage	Yes	No
Commercial filming/photography	Yes	No	Structures, staging, furniture and amusements	Yes	No
Plants and/or animals	Yes	No	Vehicle/vessel access	Yes	No
Power, lighting and amplified sound	Yes	No			
Are tickets being sold or donations taken?	Yes	No (if yes, must be organised by a company and public liability insurance submitted)			

Additional information

- If using specific tracks or trails, please submit a map with this form.
- For some locations in remote areas, you will need to submit a safety and communications plan prior to your event being approved. Please check with the NPWS local office.

Office use	
requested	submitted
requested	submitted

Section 4 – your responsibilities

- Only undertake the event in accordance with the details specified in this application form.
- Be courteous to other national park users and ensure their enjoyment of the national park is not interfered with.
- Do not rope off or restrict access to any area. **This application form does not grant exclusive use of any location.**
- Remove all rubbish from the site, including plant and food material. Any large bulky items should be removed from the park rather than left in or near rubbish bins.
- Do not smoke and ensure you advise your invitees of the no-smoking rule in national parks.
- Comply with any total fire ban or national park fire ban. Take all reasonable precautions to minimise risk of fire. Check the RFS (NSW Rural Fire Service) and NPWS website for alerts.
- Pay applicable vehicle entry or landing fees to the national park and advise invitees of fees.
- Make additional bookings for accommodation or camping.
- Promptly comply with directions given by NPWS regarding general cleanliness of the event Location.
- Additional terms and conditions apply. Please see your confirmation and the [event terms and conditions](#).

Section 5 – public liability insurance

Certificate of currency attached: **Yes** **No (not applicable – private groups)**

What is public liability insurance?

Public liability insurance protects against claims of personal injury or property damage that a third party (such as a member of the public) suffers (or claims to have suffered) as a result of your business or recreational activities.

Incorporated bodies, sporting clubs/associations and commercial groups or commercial type bookings must provide evidence of public liability insurance covering your event. The certificate must:

- be for no less than \$20 million
- run for at least six months after the event date
- list *the Secretary DPE, the minister for Environment and Heritage and the Crown in the right of the State of NSW.*

The process to add an interested party to your insurance certificate is simple – email your insurance broker with the above wording and they will arrange the addition.

Government organisations such as school groups insured by the Treasury Managed Fund are not required to submit a public liability insurance certificate.

Private groups are not required to provide public liability insurance unless requested by NPWS if the event is deemed to be high risk.

Declaration and signature

I declare that:

- I understand that this Application Form does not grant approval for the event to occur.
- I understand and consent to the receipt of the approval or rejection of my event electronically (via email), including the use of electronic signatures, in accordance with the *Electronic Transactions Act 2000* (NSW).
- To the best of my knowledge, the contents of this application form and any attachments are true and correct.
- I understand and hereby agree to be bound by this application form, event terms and conditions and any additional conditions imposed upon approval of the event.
- (If applicable) I am authorised as the holder of the position cited below to submit this application form.

This declaration is to be executed either by:

- The applicant.
- If the applicant is a company or other body, in accordance with s 127(1) of the *Corporations Act 2001* (Cth).
- If the applicant is an associated incorporation, by its authorised signatory in accordance with s 36 of the *Associations Incorporation Act 2009* (NSW).

Signature of applicant/authorised signatory/director/sole director and secretary

(Please use the 'Fill & Sign' function  in Adobe Acrobat)

Signature of director/secretary
(If the organisation has two Directors.)

(Please use the 'Fill & Sign' function  in Adobe Acrobat)

Full name (Print)

Full name (Print)

Signature of witness
(for applicant/authorised signatory only)

(Please use the 'Fill & Sign' function  in Adobe Acrobat)

Date

Schedule 1 – event features

Please outline the categories below that are applicable to your event in order **to request approval from NPWS**.

Please be as detailed as possible.

If any categories do not apply, write N/A. It is the applicant's responsibility to organise all of the event features and ensure that they are safe and fit for purpose. Please include the name of any external suppliers contracted.

Categories	Office use only	
Structures, staging, furniture and amusements. Please specify if anything will be pegged, staked or secured into the ground.		
	Approved	Not approved
	Conditions: (see office use page)	
Power, lighting and amplified sound. This includes generators which may or may not be permissible depending on the location.		
	Approved	Not approved
	Conditions: (see office use page)	
Catering. Including commercial caterers and use of any BBQs. Please detail any alcohol served or sold - relevant Liquor Licence laws apply - www.liquorandgaming.nsw.gov.au		
	Approved	Not approved
	Conditions: (see office use page)	
Signage. Please include method of attachment, noting that free standing is preferred to prevent damage/interference with vegetation or structures.		
	Approved	Not approved
	Conditions: (see office use page)	
Road closure or traffic management. Vehicles should remain on existing roads and vehicles associated with the event should not block vehicle access to other attractions		
	Approved	Not approved
	Conditions: (see office use page)	
Vehicle/vessel access. Please include number of vehicles/vessels expected, access beyond locked gates, emergency support planning and parking. Park Use Fees for vehicles must be paid separately – see section 5.		
	Approved	Not approved
	Conditions: (see office use page)	
Camping. If known please provide campsite or grid references. Camping booked and paid for separately – see section 5		
	Approved	Not approved
	Conditions: (see office use page)	
Plants and/or animals. Dogs and other domestic pets are generally not permitted and will not be approved in national parks. However, some NSW regional parks managed by NPWS permit dogs, if supervised. The majority of NSW national parks and reserves are refuge for native Australian animals. Check with the local office.		
	Approved	Not approved
	Conditions: (see office use page)	
Commercial filming and photography. Including drone use which must have CASA (Civil Aviation Safety Authority) approval. Any photographers must have a licence to operate within national parks (see filming and photography licences and drones in parks policy)		
	Approved	Not approved
	Conditions: (see office use page)	
Other		
	Approved	Not approved
	Conditions: (see office use page)	

Office use only

Date received: Received by: CM9 reference:
Date assessed: Assessed by: Entered calendar/tracking Yes

Application classed as: See Small scale event guidelines document

Small scale event

Complete below and follow next steps

Notification only No consent needed – send notification email
(includes Kosciuszko National Park ski resorts)

Event Forward to events.nationalparks@environment.nsw.gov.au

Parks Eco Pass Forward to park.businesses@environment.nsw.gov.au

Filming and photography Forward to filming.photography@environment.nsw.gov.au

Large group camping Use large group notification form

Small scale event

Fees due

Consent fee:

Supporting documents required (select all that apply)

Not for profit/volunteer status

received and approved

Late notice:

Public liability insurance

received and approved

Supervision:

Map

received and approved

Camping booking and
additional payment required

Safety and communications plan

received and approved

Park use fee (PUF) or landing fees apply

Outcome of application – office use only

Approved (conditions listed below)

Declined (reasons listed below)

Conditions/reasons/notes:

Next steps

NPWS – letter of acceptance drafted by Area staff and signed by delegate. Send to applicant using Acceptance Email.

Applicant – pays & upon payment, an agreement to hold the Event on park is entered into between NPWS and the Applicant.

- Non-fee paying applicants (e.g. non-commercial educational groups) are required to reply to the Acceptance Email to indicate acceptance of their Event and any associated approved/unapproved conditions stipulated in the Acceptance Email.