

# Application for an event agreement

Certain activities may only be conducted in a national park or reserve with an appropriate agreement or approval pursuant to Section 35(4) of the *National Parks and Wildlife Act 1972* and/or under the *National Parks and Wildlife (National Parks) Regulations 2016*. The Act and Regulations are available on this website: <https://www.legislation.sa.gov.au/index.aspx>

More information about applying for events can be found on our website: [www.environment.sa.gov.au/licences-and-permits/event-agreements](http://www.environment.sa.gov.au/licences-and-permits/event-agreements)

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## Application process

**Application** – Please complete this form and submit with all required documents (refer to the Checklist below).

You can email your completed application and relevant documents to:

[DEW.ParksLicensingandEvents@sa.gov.au](mailto:DEW.ParksLicensingandEvents@sa.gov.au) or post it to: DEW Events Licensing, GPO Box 1047, Adelaide SA 5001

**Assessment** – The application will be reviewed to determine if the activity is appropriate for the park and the requested date/s and location/s are available. The licensing team will contact you and advise on the status of the application and whether further documentation or information is required.

**Finalisation** – Once all approvals have been granted an Event Agreement will be sent to you for review and signature. Please note your event can not occur until both parties have signed the final event agreement.

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### 1. Before you start

Have you reviewed the information at [www.environment.sa.gov.au/licences-and-permits/event-agreements](http://www.environment.sa.gov.au/licences-and-permits/event-agreements) to determine if your event requires an agreement?

Have you checked [www.parks.sa.gov.au](http://www.parks.sa.gov.au) to ensure you have all the park-specific information you need?

Have you checked [www.parks.sa.gov.au/book-and-pay](http://www.parks.sa.gov.au/book-and-pay) to determine whether there are any park entry, camping or facility booking fees applicable to your event?

If you are unsure whether your event requires approval, please email [DEW.ParksLicensingandEvents@sa.gov.au](mailto:DEW.ParksLicensingandEvents@sa.gov.au)

You must answer all questions marked with \*

### 2. Applicant details

Business/  
organisation name \*

Trading name (if  
different from above)

ABN  ACN/Incorporation  
number

Address \*

Event Contact person \*

Phone/mobile \*  Email\*

**Please note** that if your event involves multiple events, you should fill out the table in Annexure A, as an alternative to answering questions 3 to 8 below.

### 3. Event name\*

### 4. Event location

Please provide the name of the park(s) or reserve(s) proposed for the event\*

Is the event to be held in a co-managed park? (E.g. Ikara-Flinders Ranges National Park?) If so, you must allow 12 weeks for your application to be processed because of additional approvals required from the relevant co-management board.

Find out more about co-managed Parks at: [www.environment.sa.gov.au/about-us/boards-and-committees/park-co-management](http://www.environment.sa.gov.au/about-us/boards-and-committees/park-co-management)

Yes No

Have you provided a detailed map/plan with your application, indicating the proposed location of the event, activities and times within the park or reserve, including car parking, temporary infrastructure, marquees, signage, food trucks, speakers etc.? (Mandatory).

Access Park maps at [www.parks.sa.gov.au](http://www.parks.sa.gov.au)

Yes No

### 5. Event date and time\*

Set up start date	<input type="text"/>	Approx. time	<input type="text"/>
Event start date	<input type="text"/>	Approx. time	<input type="text"/>
Event finish date	<input type="text"/>	Approx. time	<input type="text"/>
Event pack-up date	<input type="text"/>	Approx. time	<input type="text"/>

### 6. Event participation

Please provide the anticipated number of participants and organisers at the event (including the anticipated number of participants under 18 years of age).

Expected number of Participants/Guests:*	<input type="text"/>	Expected number of participants/guests under 18 years of age:	<input type="text"/>
Expected number of Spectators:	<input type="text"/>	Number of Marshals/Organisers:	<input type="text"/>
Expected number of Participant/Guests Vehicles:	<input type="text"/>	Other	<input type="text"/>

(further details on vehicles requested below in section 10)

## 7. Event type

Please provide a brief description of the event.

Please tick all that apply

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Community                | <input type="checkbox"/> Speed trials  | <input type="checkbox"/> Commercial (offering a service for a fee or reward, offering goods/merchandise for sale or hire or other activities to make a profit). |
| <input type="checkbox"/> Competition              | <input type="checkbox"/> Research /observation   | <input type="checkbox"/> Other (please specify)   |
| <input type="checkbox"/> Private (please specify) | <input type="checkbox"/> Fundraising/not-for-profit (please specify how funds will be raised and for which registered charity) |   |
- 

## 8. Activity type

Please tick all that apply:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Trail walking/running         | <input type="checkbox"/> Mountain biking/cycling                | <input type="checkbox"/> Education/training     |
| <input type="checkbox"/> Concert/entertainment/expo    | <input type="checkbox"/> Fishing/surfing                        | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Dog training/horse riding     | <input type="checkbox"/> Vehicle racing (motorbikes/cars/boats) |   |
| <input type="checkbox"/> Private social/wedding/picnic | <input type="checkbox"/> Orienteering/rogaining/geocaching      |   |
- 

## 9. Event Revenue or Event Commercial Activities

Please fill in all that apply and add further detail as required:

Individual Fees:	Value (\$)	Total Expected Revenue (\$)
Entry Fees:		
Number of Sponsors:		Total amount of cash sponsorship
Number of Merchandise items:		
Ride Fees:		
Stallholder Fees:		
Food and Beverage:		
Other:		
<b>Total *</b>		

## 10. Facility, equipment and activity requirements \*

Please answer each question:

- 10.1 Will existing park facilities (such as car parks, toilet blocks, picnic grounds, camping grounds etc.) be used for the event? If so, please specify. Yes No

*Check whether the facility requires booking, and if so, note that if your event is approved you will need to book and pay at [www.parks.sa.gov.au/book-and-pay](http://www.parks.sa.gov.au/book-and-pay)*

- 10.2 Will temporary structures (such as marquees, tents etc.) be brought in for the event? If so, please provide number, size and location. Yes No

- 10.3 Will portable toilets be brought in for the event? If so, please provide number, size and location. Yes No

*Check whether the Park has public amenities at [www.parks.sa.gov.au/find-a-park](http://www.parks.sa.gov.au/find-a-park)*

- 10.4 Will sound speakers or sound amplification devices be brought in for the event? Yes No

If so, please provide number, size and location.

- 10.5 Will generators (including any generators used in food trucks etc.) be brought in for the event? Yes No

If so, please provide number, size and location (e.g. Honda 2Kva).

- 10.6 Will there be catering or the sale/provision of food and beverages at the event? Yes No

If so, please provide details and location (e.g. food trucks, coffee vans, barbecue etc.).

- 10.7 Will alcohol be provided or sold at the event? If so, please provide details (e.g. only to participants, for sale to public, etc.) and advise whether you have obtained the relevant liquor licence. Yes No

*Check whether a liquor licence is applicable and if so, apply at [www.sa.gov.au/topics/business-and-trade/liquor/licences/apply](http://www.sa.gov.au/topics/business-and-trade/liquor/licences/apply)*

- 10.8 Will signage, course markings or flags be brought in for the event? Yes No

If so, please provide approximate number, size and location.

10.9 Will any amusement rides or jumping castles be brought in for the event? Yes No  
If so, please provide number, type and location. If a map is more appropriate, please attach to application.

10.10 Will vehicles be brought in for the event? Yes No  
If so, please provide approximate number, location and whether these are organiser or participant vehicles.

*Check whether vehicle entry fees are applicable and if so, note that if your event is approved you will need to book and pay at [www.parks.sa.gov.au/book-and-pay](http://www.parks.sa.gov.au/book-and-pay)*

Will the vehicles be required to access roads or tracks in the park not usually accessible to public vehicles (e.g. event set-up, emergency/first-aid support)? If so, please provide approximate number, location and reason. Yes No

10.11 Is camping part of this event? Yes No  
*Check whether camping fees are applicable, and if so, note that if your event is approved you will need to book and pay at [www.parks.sa.gov.au/book-and-pay](http://www.parks.sa.gov.au/book-and-pay)*

10.12 Will the DEW, National Parks and Wildlife Service South Australia or specific park name or logo be used on event letterheads or advertisements (including on social media)? Yes No  
If so, please specify type and location of use.

10.13 Will there be any sponsorship at the event? Yes No  
If so, please provide details.

10.14 Will there be any commercial photography or filming at the event? Yes No  
If so, please provide type, details and location.  
*Check whether a commercial photography and filming permit is applicable and if so, complete an application at [www.parks.sa.gov.au/permits-and-licences/photography-and-filming-permits](http://www.parks.sa.gov.au/permits-and-licences/photography-and-filming-permits)  
Please note drones are usually not permitted on Parks and only under special conditions will they be permitted for commercial filming with a filming permit*

10.15 Will any animals be brought in for the event? Yes No  
If so, please specify what animals (e.g. petting zoo, horses, dogs, camels etc.), how they will be kept and secured, how their impact on the park will be minimised and how public safety will be guaranteed.

10.16 Is the attendance of DEW staff (e.g. rangers) required at the event? Yes No  
If so, please specify number, location and reason.  
*Fees may apply if DEW Staff attendance is required or requested at an event*

10.17 Is the waiving of fees (park entry, vehicle) requested for this event? Yes No  
If so, please specify fee type and reason.

***Please note that 'leave no trace' principles apply to all events held in parks and it is your responsibility to ensure that all equipment brought into the park and rubbish or waste created by the event is safely removed at the end of your activities.***

## 11. Other requirements

Do you as the event organiser require any further information about, access to or approvals for any other facilities, equipment or activities?

If so, please specify.

## 12. Public Liability Insurance\*

Do you hold public liability insurance for this event? If so, please provide a copy of your Certificate of Currency as part of this application

Yes No

If so, what is the level of public liability insurance cover (in \$AUD)? *Please note the minimum cover is \$20 million.*

*In most cases you will require public liability insurance, if you are unsure please contact us before purchasing insurance, email [DEW.ParksLicensingandEvents@sa.gov.au](mailto:DEW.ParksLicensingandEvents@sa.gov.au)*

### 13. Acknowledgment\*

- I declare that the information provided in this application is true and correct.
- I declare that I will notify DEW if the information in this application changes or becomes untrue.
- I acknowledge that there may be fees associated with this agreement.
- I accept responsibility for the event and the safety of its participants.
- I acknowledge that the submission of this application does not guarantee approval for my event

Applicant  
name\*

Signature\*

Date\*

### 14. Checklist

Please ensure the following documents are included with your application (if relevant):

- Map/Plan of park and event location\*
- Current certificate of currency (insurance)
- Photography/filming permit (or evidence of application for)
- Risk management plan
- Emergency response plan
- Traffic management plan
- Liquor licence (if required and complete)
- Other relevant documents

[Print form](#)

