

# Public event application for NT parks and reserves

## By-law 13A Event permit

### Before you apply

Allow 5 working days to process this application.

All fields are required.			
Applicant details			
First name		Last name	
Address		Email	
Contact number			
Business details – if applicable			
Business name			
ABN			
Location and activity details			
Please provide a detailed description, or identify on a map from the fact sheet for the relevant park, available on the Northern Territory Government website <sup>1</sup>			
Name of park or reserve			
Location e.g xxxxx			
Proposed activity			
Number of persons attending			

<sup>1</sup> <https://nt.gov.au/leisure/parks-reserve/find-a-park-to-visit>

Start date		Start time	
Finish date		Finish time	
Emergency name		Contact number	
Vehicle registration			
<b>Equipment (temporary) you will use – indicate below</b>			
Marquee/shade structures (pegged)			
Temporary seating tables			
Stages			
Portable toilets			
Temporary fencing/barricades			
Inflatable amusement – e.g jumping castle Installation must be done by a professional hire company			
Live music (recorded or live)/amplified			
Photographer/filming (By-law 13 applies) Read the By-law <sup>2</sup>			
Merchandising			
Portable generator - read by-law 24A			
Other items			

<sup>2</sup> <https://nt.gov.au/parks/permits-for-parks/permits-commercial-photos-filming-in-parks/how-to-apply-for-a-permit>

## Privacy

Parks and Wildlife Commission respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the Northern Territory *Information Act 2002*<sup>3</sup>.

You have been asked to provide personal information as part of your application to obtain a permit. You do not have to provide your personal information but if you choose not to, the department may be unable to accept or process your application, or your application may be refused.

We will only use personal information supplied by you to provide a department service or program. We may share your information:

- with land councils, park or reserve management boards or committees and other government departments regarding your application
- if required or authorised by law to do so
- if you have given us your consent to share your personal information for a specific purpose.

Find out more about how we handle your personal information by reading the department's privacy policy<sup>4</sup>.

## Declaration

**I declare that the information contained in or attached to this application is accurate and correct to the best of my knowledge**

<b>Signature</b>		<b>Date</b>	
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## Fee

The permits office will contact you to discuss if a fee is payable.

## How to submit

Send your completed form using one of the below options.

Email [pwpermits@nt.gov.au](mailto:pwpermits@nt.gov.au) or fax 08 8999 4524

Mail to PO Box 496, Palmerston NT 0831

Or deliver in person to:

Parks and Wildlife Division

Level 4, Goyder Centre

25 Chung Wah Terrace

Palmerston NT 0800

<sup>3</sup> <https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002>

<sup>4</sup> <https://depws.nt.gov.au/consultation-publications/privacy-policy>