

**BY-LAW 13A PUBLIC EVENTS
PERMIT APPLICATION**

Territory Parks and Wildlife Conservation By-Laws 1984

Parks and Wildlife Division
Jape Homemaker Village
Level 1 JHV2, 356 Bagot Road
MILLNER NT 0810

Postal address
PO Box 496
PALMERSTON NT 0831

T 08 8999 4814
F 08 8999 4524
E pwpermits@nt.gov.au

Please allow 5 working days to process this application

Name of applicant		
Phone		Mobile
Email		
Address of applicant		
Postal address		

Please tick one	Details eg Name and ACN / ABN / Registration Number
<input type="checkbox"/> Individual	
<input type="checkbox"/> Company / Sole Trader	
<input type="checkbox"/> Incorporated Association	
<input type="checkbox"/> Charitable Organisation*	
<input type="checkbox"/> Not-for-profit Organisation*	

*Please provide evidence of this status with your application ie a copy of your organisation's constitution or articles of association with an acceptable non-profit clause

Event name	
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<input type="checkbox"/> Commercial / Corporate	involving the sale and/or promotion of any product or service for reward or commercial benefit including generating revenue for 'not-for-profit' organisations when conducted by commercial event organisers
<input type="checkbox"/> Community	organised by not-for-profit organisations, public interest groups, clubs, schools or other education institutions where members of the public are encouraged to attend and undertaken without intent of gaining profit, reward or other consideration other than recovery of the cost of undertaking the activity
<input type="checkbox"/> Private	celebrations organised by private customers and attended by invited guests only

Proposed date	
Proposed park	
Proposed site / course	Please provide a detailed description, or identify on a map from the Fact Sheet for the relevant park, available from https://nt.gov.au/leisure/parks-reserves/find-a-park-to-visit

Proposed schedule

Set up date & time	Event start time	Event finish time	Pack up date & time	Is vehicle access required? List registration details
Has the event been held before? No Yes		Where and when?		

Please indicate anticipated numbers

(please note, if event is larger than disclosed, extra charges may be deducted from your security deposit, where applicable)

Participants / Guests		Vehicles	
Will you be providing traffic marshalls / security?			
Other relevant information relating to the size of the event:			

Entry Fees:	Free	Donation	Ticketed	Cost - \$
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Will food be available?	Self-catered	Professional catering	Professional food vendors	Service Club
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NB: If you are engaging professional caterers or food vendors, they must obtain a By-law 13 permit. Please ask them to contact the Permits Office.

Food supplier details if applicable:

Will alcohol be available?	No	Yes – BYO	Yes – For Sale refer to https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/apply-for-a-liquor-licence
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NB: If you, your partnership, company or community organisation is intending to sell or supply alcoholic beverages at a one-off event, a special liquor licence must be obtained. Proof will be required prior to issue of event permit.

Do you propose any temporary infrastructure items or entertainment for your event?

Please indicate which items and provide details below or in an attached map

Marquee / shade structures (pegged)	
Temporary fencing / barricades	
Temporary seating / tables	
Stages	
Portable toilets	
Inflatable amusement device eg jumping castle* * must be supplied and erected by a professional hire company	
Music (recorded or live) / amplified noise	
Photographers / filming (by-law 13 applies)	
Merchandising	
Portable generator (by-law 24A applies)	
Any other items:	

Please indicate if you intend to use any of the following:	Tap Water	Mains Power	Public Toilets	Public BBQs
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NOTE: Important information about the grant of permits to hold Public Events in parks is included in the following pages, it is recommended that you read that information carefully and discuss any concerns or questions with the Permits and Concessions Office before signing the application.

The Parks and Wildlife Commission adheres to the Northern Territory Government Privacy Policy, which can be found at <https://nt.gov.au/copyright-disclaimer-and-privacy>

INFORMATION ABOUT HOLDING PUBLIC EVENTS ON A PARK OR RESERVE

Public event, in relation to a park or reserve, means an event conducted in the park or reserve that members of the public may attend (whether on payment of a entry fee to the event or otherwise) and for the purposes of which event access to a part of the park or reserve is restricted to a class or classes of persons.

A person must not conduct a public event in a park or reserve except in accordance with a permit granted under by-law 13A of the Territory Parks and Wildlife Conservation By-Laws ("the By-Laws"). **Maximum Penalty: \$1000 and \$100 for each day during which the offence continues.**

An application for a permit to conduct a public event is to be made in writing to the Commission and is to state:

- (a) the name and address of the applicant;
- (b) a description of the public event the applicant proposes to conduct;
- (c) the park or reserve where the applicant proposes to conduct the public event;
- (d) the part of the park or reserve to which access is to be restricted;
- (e) the class or classes of persons to whom access to that part of the park or reserve is to be restricted;
- (f) the days on which, and the times during which access to that part of the park or reserve is to be restricted; and
- (g) such other matters as the Commission may require.

The Commission must, on consideration of an application, issue the permit, refuse to issue the permit or issue the permit subject to conditions. A permit issued:

- (a) is valid on the days, and during the times, specified in the issued permit; and
- (b) is subject to such terms and conditions (if any) as the Commission thinks fit and specifies in the issued permit.

The Commission may determine a fee or royalty payable on the granting of a permit.

CONDITIONS

A permit to conduct a public event on a park or reserve will be issued subject to the conditions the Commission thinks fit and specifies in the permit. Although those conditions are a matter for the discretion of the Commission, such permits will generally be issued subject to the following conditions:

1. The venue must be appropriate to the size and nature of the proposed event activity, with regard to the sensitivity of the park, the land area available, proximity to neighbouring residents and businesses. The event must also be consistent with the park's management plan and the TPWC Act, Regulations and By-laws.
2. Event organisers must include adequate measures to ensure that the site will be protected from damage.
3. The event site must be left in the same condition as it was prior to the event.
4. The Commission encourages waste minimisation and promotes recycling of waste.
5. The event organiser is at all times responsible for the good order, conduct and behaviour of persons attending the event.
6. The duration of the event, including set-up and pack-down, must be scheduled to minimise the time that the site is not available for public use.
7. It is the responsibility of the event organiser to comply with all laws, including local laws and all other legal requirements relevant to the operation of the event and to ensure that all employees, agents and other persons associated with the event comply. The event organiser must comply with all reasonable directions or requests given by the Commission or any Officer of the Commission. Failure to do so will result in termination of the event.
8. Only vehicles authorised by the Commission are permitted to enter areas other than those available to the general public. Illegally parked vehicles and those driving illegally off public access roads will be infringed.
9. The event organiser agrees to pay all fees for the use of the park, including security deposits, to the Commission.
10. The Commission accepts no liability for any loss, damage or injury of any nature to the applicant or any other person arising as a result of or in any way connected with the presence of the permit holder in the reserve.

In accordance with section 55(2)(b) of the *Territory Parks and Wildlife Conservation Act 1976*, the Director may request additional information from the Applicant, that will be considered as prescribed information.

I/We have read the conditions of this application as set out above and agree to abide by and comply with all the conditions above and any special conditions which the Commission may impose as part of the approved permit issued.

SIGNED BY: _____
(This acknowledgement is to be signed by the applicant for the permit, or if the applicant is a company or other body, by its duly authorised officer)

DATE: / / 20