

Events and Functions in Parks - Policy and Guidelines

Parks and Wildlife Commission

v. 2.5



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Acronyms	Full form
AS	Australian Standards
DEPWS	Department of Environment, Parks and Water Security
Commission	Parks and Wildlife Commission of the Northern Territory
GBDBG	George Brown Darwin Botanic Gardens
NT	Northern Territory
NTG	Northern Territory Government
TPWC Act	<i>Territory Parks and Wildlife Conservation Act 1976</i>



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1. Purpose

The Northern Territory Government (NTG), through the Parks and Wildlife Commission of the Northern Territory (Commission), manages 85 parks, reserves and other protected areas across the Northern Territory (NT). The Commission is also responsible for the George Brown Darwin Botanic Gardens (GBDBG), and the Territory Wildlife Parks, a Government Business Division consisting of the Territory Wildlife Park at Berry Springs in the Top End, and the Alice Springs Desert Park in Central Australia.

Under the *Territory Parks and Wildlife Conservation Act 1976* (TPWC Act) and *Territory Parks and Wildlife Conservation By-Laws 1984* (By-laws), park users can only undertake certain activities with a permit, including the use of space and infrastructure at parks and reserves to host public events. Permits may be subject to conditions that help to identify, protect, conserve and manage values of parks and reserves.

This policy and guideline assists staff and the public to manage events on parks and reserves. It sets out situations in which a permit is required and associated fees.

2. Scope

This policy applies to members of the public proposing to hold an event or related activity in parks and reserves managed by the Commission.

2.1. Out of scope

The Territory Wildlife Parks in Berry Springs and Alice Springs, as well as George Brown Darwin Botanic Gardens, are not subject to this policy. Information regarding applications for public events at these locations be found on their respective websites¹²³.

3. Policy statement

The Commission will consider activities that bring more people to parks, as they help raise awareness and appreciation for parks. However, public events must be appropriate to the natural and cultural setting; meet high environmental and sustainability standards; must be appropriately managed to minimise conflict with other park users and neighbours; ensure public safety and must be in keeping with applicable legislation.

4. Guidelines

The Commission will consider:

- whether the activity is appropriate to the park or reserve's values and if it is consistent with the relevant management plan (if applicable)
- whether the site/course of the activity avoids or poses any threat to threatened species and ecological communities or areas of cultural significance
- any environmental impact, including the spread of weeds, trampling vegetation or disturbing wildlife

¹ <https://territorywildlifepark.com.au/group-bookings/venue-hire>

² <https://alicespringsdesertpark.com.au/venues-and-functions>

³ <https://nt.gov.au/parks/find-a-park/george-brown-darwin-botanic-gardens/hold-a-function-at-the-gardens>

- how the application addresses waste collection and removal including litter and toilet waste, and the adequateness of the proposed management approach
- any risks to participants or spectators and whether risks have been adequately moderated
- any marketing, sponsorship and promotional material and if it is appropriate and not inconsistent with the conservation, cultural and recreational values of the land and the terms of approval (note that event promotion should only commence after a permit has been issued)
- the views of Traditional Owners of a jointly managed park or reserve.

The Commission will issue an Information Notice for applications that are refused.

Any applicable fees will seek to reflect fair market value and recover any potential costs. The Commission may determine that special rates apply by way of discount or waiver of a fee in respect of a class or group of persons, such as educational, scientific or special interest groups, pensioners, students, families, tourist operators, residents of a locality or visitors returning to a park.

4.1. When does a proposed activity require a permit?

A By-law 13A permit is required to conduct a public event, in relation to a park or reserve.

A public event means any event conducted in the park or reserve that members of the public may attend (whether on payment of an 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

4.2. Application process

The Commission Permits Office processes applications to hold events at bookable sites (see Schedule 2). Advance notice of the event is required to allow time for the Commission delegate to assess, and provide advice prior to the permit being issued or refused. A processing time of 28 working days is required to assess and approve an application, however the Commission will aim to minimise processing times where possible.

During the assessment of an application, any fees associated with the permit will be advised, and must be paid prior to an application being approved. The Commission may also determine that a risk assessment and/or traffic management plan will need to be provided prior to approval consideration.

If it is identified as a need during the assessment process, Commission staff may be required to attend on-ground to assess safety considerations and to ensure that resources are available prior, during and after the event.

4.2.1. Other activities requiring a permit

Other activities associated with an event may also require a permit under other By-laws. Examples include use of generators, introduction of animals and the use of vehicles off-road or outside of designated areas. The Permits Office will advise applicants of the requirements associated with these activities.

Refer to the Permits webpage for further details: <https://nt.gov.au/parks/permits-for-parks>

4.3. Event categories, fees and charges

Standard fees for events are provided in Schedule 1. It should be noted that complex event fees will be negotiated on a case-by-case basis dependant on the scale and nature of the event (event type), staffing resources required prior to, during and after the event, and site management fees.

Standard fees for venues are provided in Schedule 1. Sites identified as venues may have higher fees as they have facilities specifically suited to hosting gatherings of people. A security deposit may be required, following an assessment of the risk of damage to the site or infrastructure.

The general event categories are:

Commercial/corporate Event - an event involving the sale and/or promotion of a product or service for reward or commercial benefit. It includes revenue being generated for not-for-profit organisations conducted by commercial event organisers.

Community event - an event 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.

Private event - gatherings organised by a private individual, attended by invited guests only. Includes wedding ceremonies.

Permit holders are responsible for all costs associated with conducting their event. Following the event, costs of any damage to Commission property or additional cleaning by its employees, contractors, agents or officers must be paid for by the permit holder and may be deducted from a security deposit (where applicable).

4.4. Approval for an event to be held in a park or reserve

Approval of activities is the responsibility of the Commission delegate. A Commission representative will contact the applicant to discuss suitability of a site, identify permit requirements and any further information required to process the application. Applications for major events may be referred to the Commission's Executive Leadership Team for approval.

4.4.1. Application forms

The details provided in the permit application will help staff to assess the proposal and must include:

- date and duration
- description of event
- park or reserve on which the event will be held
- location within the park (including map)
- entertainment details e.g. live music, public address system, DJ (if relevant)
- scale of the activity including how many people are expected to attend
- requirement of the use of Commission facilities, for example, toilets, barbeques etc.
- any temporary structures to be used, for example marquee, shade sails, jumping castles, portable toilets
- electricity supply requirements (including use of portable generators)
- any intention to sell or serve alcohol.

4.4.1.1. Alcohol at events

If alcohol is to be served, sold or consumed at the event, it must be stated in the Event Application Form. It is an offence under the *Liquor Act 2019* to sell or supply liquor in the Territory without a licence. Individuals, partnerships, companies or community organisations must obtain a Special Liquor Licence to

sell or supply alcoholic beverages at events. The *Liquor Act 2019* also prevents alcohol consumption within two kilometres of licenced premises without a special liquor licence or permission from the owner. More information can be found on the NT Government website⁴.

Due to the impact of broken glass in waterways and parks, the Commission does not permit the use of glass containers unless specifically permitted as a result of the application process.

4.4.1.2. Noise

Approval for an event must consider noise impacts on other park users, residents or neighbours. This includes ambient noise, music, traffic noise and other noise associated with the setup and pull down of the activity.

4.4.1.3. Structures

Activities that require temporary structures such as stages and marquees may need a certificate of structural adequacy in accordance with the *Building Act 1993* and comply with other considerations in the Temporary Structures Standard (2015, Australian Building Codes Board).

Inflatable devices (i.e. jumping castles) must be installed and operated by people with professional expertise and competency (including technical, training and safety standards), and operated in accordance with Australian Standards. This includes supervision at all times, securing devices to the ground and evacuating them in high winds. Privately owned jumping castles are not permitted.

Suppliers must meet with a senior Commission staff member to discuss where the structures will be located to avoid damage to infrastructure or services such as irrigation and power supply. Event organisers and suppliers must fully remove temporary structures after the activity, or sooner if extreme weather is approaching, in an emergency or when the permit is cancelled.

4.4.1.4. Large events

As a general guide, events with more than 100 attendees must be prepared to address these special conditions:

- i. an Authority to Deduct from a nominated account to an agreed maximum amount (for a security/environmental bond)
- ii. the specified date(s) and time(s) an activity may occupy a site including time taken to:
 - set up and pull down
 - hold the activity
 - clean up and restore the site
- iii. waste management and toilet facility requirements
- iv. whether any temporary signs, advertising or merchandise are permitted
- v. whether amplified sound is permitted
- vi. food and beverage arrangements (including alcohol)
- vii. transport and access management requirements (including requirement for traffic marshals)
- viii. risk, security and emergency management requirements
- ix. provision of first aid facilities
- x. water and power supply requirements.

⁴ <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/apply-for-a-liquor-licence>

If a security/environmental bond is required, the Commission will ensure that pre and post-event inspections take place and that if any portion of the bond is withheld, reasons are given in writing.

The Commission may request acknowledgement in brochures or advertising associated with an activity.

4.5. Insurance

Public liability insurance may be required if the event presents an increased risk to the public or the relevant park. As a guideline, insurance will be required where the event involves 100 or more attendees, the use of structures or non-typical use of vehicles. A Certificate of Currency for Public Liability Insurance to a value of \$20 million, unless amount is otherwise agreed with the Commission, must be sent with the permit application.

The Commission may waive or reduce the requirement for public liability insurance if it assesses the event as posing no significant risk of injury to event participants or the public.

4.6. Cancellation or variation of permit

Requests to vary or cancel a permit must be made in writing to the Permits Office. Approval to cancel or vary a permit is at the discretion of the relevant Commission delegate.

The Commission may cancel, vary or amend a permit at any time due to extreme weather, an emergency, or if information becomes known that, had that information been known or disclosed when the permit was issued, the permit would not have been issued or would have been issued with different conditions.

If the Commission is obliged to cancel an event and it is at no fault of the applicant, a full refund of the application fees will apply. Where an event is cancelled due to previously undisclosed information, no refund will apply.

Requests for refunds if the applicant cancels an event will be reviewed on a case by case basis. It is a reasonable expectation that cancellations that are due to unforeseeable and difficult personal circumstances are likely to receive a refund, less any expense already incurred by the Commission in preparing or setting up for an event.

5. Roles and responsibilities

Person/parties	Roles and responsibilities
Senior Director or Director (regional/local)	Consider permit application. If required, cancel permit
District Manager / Senior Commission staff	Liaise with permit applicant and park managers regarding site suitability, fees, conditions etc.
Senior Ranger	Site inspection / event monitoring
Permits Officer	Issue permit with conditions and manage fee payment(s)
Executive Team	Consider applications for a major event

6. Legislation and associated control documents

Building Act 1993

Liquor Act 2019

Parks and Wildlife Commission Act 1980

Territory Parks and Wildlife Conservation Act 1976

Territory Parks and Wildlife Conservation By-laws 1984

AS 3533.2–2009: Amusement rides and devices, Part 2: Operation and maintenance, 2009

7. Contact

Parks and Wildlife Commission, Permits Office

Darwin Office (Monday to Friday 8:00am – 4:00pm)

 (08) 8999 4795  pwpermits@nt.gov.au  <https://nt.gov.au/leisure/parks-reserves>

8. Schedules

Schedule 1: Fees and charges for events

Schedule 2: Bookable sites



Schedule 1: Fees and charges for events

The following fees are a guide only. The Commission will consider each application individually and will determine the total fee payable.

The Territory Wildlife Park, the Alice Springs Desert Park and George Brown Darwin Botanic Gardens are subject to their own fees and charges. Please refer to their respective websites for full details.

Category	Description	Permit Fee			Security / environmental bond
		Site / activity		Ranger attendance (if required) including GST	
		Attendees (#)	Fee (\$)		
Commercial / corporate event	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.	up to 20 20-99 100-499 500+ Complex event - built infrastructure/over 1000 people	\$ 120 \$ 250 \$ 1 000 \$ 2 500 Fees to be negotiated	\$55 (inc GST) per hour for each staff member	On negotiation
Community event	Organised by not-for-profit organisations, public interest groups, clubs, schools or other education institutions where members of the public are encouraged to attend. Events undertaken without intent of gaining profit, reward or other consideration, other than recovery of the cost of undertaking the activity.	On negotiation		\$55 (inc GST) per hour for each staff member	On negotiation
Private event	Gathering organised by a private customer and attended by invited guests only.	A private event is free. However, additional permits may be required (e.g.. for professional photography, catering etc).		\$55 (inc GST) per hour for each staff member	\$250

Schedule 2: Bookable sites

This is a non-exhaustive list of possible bookable sites in NT parks and reserves for the purposes of which event access may be available.

1. Applies to either commercial/corporate events, community events and/or private events.
2. The applicant must specify the defined area and their restricted access will apply only to this area, for the period of time and purpose specified in the application.
3. Applicants may request to book parks and reserves not listed here. These applications will be considered on a case-by-case basis.

District	Park/reserve	Venue
Northern Australia Parks		
Darwin Urban	Berry Springs Nature Park	Berry Springs Day-use area
	Buffalo Creek Management Area	Buffalo Creek Day-use area
	Casuarina Coastal Reserve	Dripstone Cliffs Day-use area
		Dripstone Park Day-use area
		Lee Point Day-use area
		Rapid Creek Day-use area
	Charles Darwin National Park	Charles Darwin Day-use area
	Holmes Jungle Nature Park	Holmes Jungle Day-use area
	Howard Springs Nature Park	Eastern Day-use area
		Western Day-use area
	Knuckey Lagoons Conservation Reserve	Knuckey Lagoons Day-use area
Manton Dam Recreation Area	Manton Dam (Ski beach) Day-use area	
	Manton Dam Day-use area	
Top End	Fogg Dam Conservation Reserve	Fogg Dam Day-use area
	Litchfield National Park	Buley Rockhole Day-use area
		Cascades Day-use area
		Florence Falls Day-use area
		Greenant Creek Day-use area
		Tolmer Falls Lookout
		Tabletop Swamp Day-use area

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District	Park/reserve	Venue
		Tjaynera (Sandy Creek) Falls Day-use area
		Walker Creek Day Use Area
		Wangi Falls Day-use area
	Mary River National Park	Brian Creek Day-use area
		Coroborree Billabong Day-use area
		Couzens Lookout Day-use area
		Delta Block East Day-use area
		Delta Block West Day-use area
		Mary River Billabong Day-use area
		Mary River Crossing Day-use area
		Mistake Billabong Day-use area
		Point Stuart Coastal Reserve Day-use area
		Rockhole Day-use area
		Shady Camp Day-use area
Savannah/Gulf Parks		
Savannah/Gulf	Cutta Cutta Caves Nature Park	Cutta Cutta Caves Day-use area
	Caranbirini Conservation Reserve	Caranbirini Day-use area
	Eley National Park	4 Mile (via John Hauser Drive) Day-use area
		Bitter Springs thermal pool Day-use area
		Botanic Walk (via John Hauser Drive) Day-use area
	Giwining / Flora River Nature Park	Flora River Day-use area
	Judbarra / Gregory National Park	Jasper Gorge Day-use area
		Joe Creek Day-use area
		Limestone Gorge Day-use area
		Matt Wilson Day-use area
		Sullivan Campground Day-use area
	Keep River National Park	Goorrandalng Day-use area
		Jarnem Day-use area

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District	Park/reserve	Venue
		Jenemoom Day-use area
		Woorrilbem / Cockatoo Lagoon Day-use area
	Limmen National Park	Butterfly Falls Day-use area
		Limmen Bight River Day-use area
		Southern Lost City Day-use area
	Nitmiluk (Katherine Gorge) National Park	Nitmiluk Gorge day-use area
		Leliyn Day-use area
Central Australia		
East	Alice Springs Telegraph Station Historical Reserve	Historic Precinct-Day-use area
	Arlunga Historical Reserve	Arlunga Visitor Centre
		Great Western Mine Carpark
		Historic Mines Walk Carpark
		Joker Gorge Carpark
		Old Police Station Carpark
	Attack Creek Historical Reserve	Attack Creek Picnic Area
	Chamber's Pillar Historical Reserve	Chambers Pillar Campground-Day-use area
	Henbury Meteorites Conservation Reserve	Henbury Meteorites Day Use Area
	Iytwelepenty / Davenport Ranges National Park	Frew River 4WD Track Campground 1 Day-use area
		Frew River 4WD Track Campground 2 Day-use area
		Old Police Station Waterhole Campground Day-use area
		Whistleduck Creek Campground Day-use area
	Karlukarlu / Devils Marbles Conservation Reserve	Karlukarlu Day-use area
		Karlukarlu-Devil's Marbles Campground Day-use area
	Kuyunba Conservation Reserve	Kuyunba Picnic Area
	Napwerte / Ewaninga Rock Carvings Conservation Reserve	Napwerte / Ewaninga Day Use Area
Native Gap Conservation Reserve	Native Gap Day Use Area	
N'Dhala Gorge Nature Park	N'Dhala Gorge Campground (Day-use area)	
Rainbow Valley Conservation Reserve	Rainbow Valley Campground (Day-use area)	

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District	Park/reserve	Venue
	Tnorala (Gosse Bluff) Conservation Reserve	Tnorala Day-use area
	Trepkina Gorge Nature Park	Trepkina Gorge Campground (Day-use area)
		Trepkina Panorama Campground (Day-use area)
	Yeperenye / Emily and Jessie Gaps Nature Park	Emily Gap (Day-use area)
		Jessie Gap (Day-use area)
West	Finke Gorge National Park	Finke Gorge-Day-use area
		Palm Valley Campground-Day-use area
	Tjoritja / West MacDonnell National Park	Ellery Creek Picnic Area
		Ochre Pits Day-use
		Serpentine Gorge Picnic Area
		Simpsons Gap Bicycle Path Picnic Areas
	Watarrka National Park	Simpsons Gap Picnic Area
		Kathleen Creek Rest Area
	Kings Canyon Day-use Area	