|  |  |
| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| By-law 13A Event permit |
| Before you applyAllow 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 [[1]](#footnote-1) |
| Name of park or reserve |  |
| Locatione.g xxxxx |  |
| Proposed activity  |  |
| Number of persons attending |  |
| Start date |  | Start time |  |
| Finish date |  | Finish time |  |
| Emergency name  |  | Contact number |  |
| Vehicle registration |  |
| Equipment (temporary) you will use – indicate below |
| Marquee/shade structures (pegged) |  |
| Temporary seating tables |  |
| Stages |  |
| Portable toilets |  |
| Temporary fencing/barricades |  |
| Inflatable amusement – e.g jumping castleInstallation must be done by a professional hire company |  |
| Live music (recorded or live)/amplified |  |
| Photographer/filming (By-law 13 applies) Read the By-law[[2]](#footnote-2) |  |
| Merchandising |  |
| Portable generator - read by-law 24A  |  |
| Other items |  |
| 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*[[3]](#footnote-3). 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[[4]](#footnote-4). |
| Declaration |
| I declare that the information contained in or attached to this application is accurate and correct to the best of my knowledge |
| Signature |  | Date |  |
| Fee  |
| The permits office will contact you to discuss if a fee is payable. |
| How to submitSend your completed form using one of the below options.Email pwpermits@nt.gov.au or fax 08 8999 4524Mail to PO Box 496, Palmerston NT 0831Or deliver in person to:Parks and Wildlife DivisionLevel 4, Goyder Centre25 Chung Wah TerracePalmerston NT 0800 |
| End of form |

1. <https://nt.gov.au/leisure/parks-reserve/find-a-park-to-visit> [↑](#footnote-ref-1)
2. <https://nt.gov.au/parks/permits-for-parks/permits-commercial-photos-filming-in>-parks/how-to-apply-for-a-permit [↑](#footnote-ref-2)
3. <https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002> [↑](#footnote-ref-3)
4. <https://depws.nt.gov.au/consultation-publications/privacy-policy> [↑](#footnote-ref-4)