

**REGISTRATION/PERMISSION TO CONDUCT**

**NON-COMMERCIAL ORGANISED EDUCATION**

**AND LEISURE ACTIVITIES**

**INFORMATION FOR APPLICANTS**

**This form is to be used by non-government schools, community groups and individuals**

**Government schools and agencies need to use the Government Registration form.**

National Parks and other conservation reserves have long been iconic visitor attractions with a growing number of people from all over the world coming to appreciate the unique conservation and cultural values of one of the world’s last great frontiers. The Department of Parks and Wildlife (DPaW) provides many camping and bushwalking facilities in parks across the State including camping grounds, walking trails, lookouts, toilets and other visitor facilities at the most regularly visited areas open to all.

DPaW is keen to encourage responsible, safe and sustainable access to these areas. This registration form for groups conducting recreational activities on DPaW-managed parks and reserves will assist people to safely access and use these areas as well as provide information for a safe and enjoyable visit.

If you are intending to conduct a non-commercial, organised educational or leisure activity on lands and waters managed by DPaW, either as a group leader or as the event organiser, you will need to complete this registration form and submit it to the local DPaW Region or District where you wish to conduct the activity/activities.

A **non-commercial organised educational or leisure activity** is an activity undertaken without intent of gaining profit, reward or other consideration other than the recovery of costs, as for example, school activities, club events and weddings, whereas a **commercial event** requires a Licence to be issued to a commercial operator or contractor as well as the payment of charges and fees as applicable.

As stated above, if the non-commercial event is being organised by an event organiser or contractor, this person should apply for permission to conduct the event. No charges apply to a non-commercial event, however, fees for recovery of costs of staff supervision, travel and other costs may be applicable, on a case by case basis.

As your safety is a primary concern for DPaW, this form can also provide details that will assist in the event of an evacuation or rescue in cases of wildfires, severe weather events or in situations where visitors need assistance in an emergency. By providing your location to DPaW and having the correct equipment to deal with the challenges presented in these areas will assist DPaW and other emergency authorities to assist you if necessary.

There are some activities that require what is called **“Lawful Authority”** under the *Conservation and Land Management Regulations 2002.* These include (but are not limited to):

* Camping in areas that are not designated camping areas;
* Lighting a camp fire;
* Riding a bicycle other than on a road or a bicycle path;
* Driving or using a vehicle other than on a road;
* Intending to use an off-road vehicle that is not registered under the Road Traffic Act 1974 (WA)
* Proposing to land or taking off in an aircraft (including helicopters);
* Using a firearm;
* Travelling with dogs, cats or horses.

A comprehensive list of activities that require Lawful Authority is included in Appendix I. You should also complete Part B of this form if applying for Lawful Authority for these activities.

Where approval is sought to conduct an activity within a Public Drinking Water Source Area, this application will also be referred by DPaW to the Department of Water and Water Corporation for their review. You will be notified in writing of the outcome of your application. To avoid delays in processing, please ensure that all details are correct, legible and unambiguous. This application needs to be received by DPaW a minimum of 8 weeks prior to your activity being conducted or, if it is an event that will be publicly advertised, 8 weeks prior to being advertised or you risk not gaining approval in time. You should not advertise an event until approval is given. Please attach any relevant maps, brochures and itineraries.

**PART A**

**APPLICANTS PARTICULARS**

1. **NAME OF GROUP/ORGANISATION/SCHOOL**

Is the group/organisation incorporated Yes No If yes, an incorporated body, please provide certificate of incorporation.

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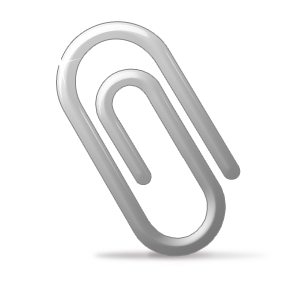
1. **CONTACT PERSON FOR THIS APPLICATION**

|  |
| --- |
| Surname       First Name |
| Address        Postcode |
| Telephone (W)       (H)  Mobile       Fax |
| E-mail |
| Position in group or organisation |

1. **A) DETAILS OF ACTIVITY OR EVENT**

|  |
| --- |
| Name of activity or event (where applicable) |
| Date and time of activity or event (i.e. period of approval sought) |

**B) Please describe the activities proposed, locations, routes, etc.**

**Note:** **Please attach relevant brochures, maps and itineraries.**

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| ------------------------------------------------------------------------------------------------------------------------------    ------------------------------------------------------------------------------------------------------------------------------    ------------------------------------------------------------------------------------------------------------------------------    ------------------------------------------------------------------------------------------------------------------------------    ------------------------------------------------------------------------------------------------------------------------------    ------------------------------------------------------------------------------------------------------------------------------ |

1. **A) CAMPING RELATED DETAILS**

|  |  |
| --- | --- |
| Are you camping? | Yes  No If Yes, method of payment:  in person, at the district office  self-registration (on site, if available)  invoice (please supply address  for invoicing in the space below, if same as in previous page, state ‘same as in previous page’): |

**B)** The information below will be used to invoice the school or organisation after the activity, unless otherwise advised. Please contact the office if these numbers change. Camping fees may apply for various campsites and are generally not waived. If you qualify for a waiver of entry fees you need to apply to the Park Pass Coordinator for this in advance, email: [Park.Passes@dpaw.wa.gov.au](mailto:Park.Passes@dpaw.wa.gov.au) Please supply the fee waiver letter if you have applied for one.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. of Between 16 and 6 years old  children Five years old and under |  | Number of adults | |  |
| Please provide location(s) of camping | | | Dates | |
|  | | |  | |
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1. **DETAILS OF ACTIVITY LEADERS, ASSISTANTS OR INSTRUCTORS (If applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | Initials | Role | Qualifications/Experience |
|  |  |  |  |
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1. **NUMBER OF PARTICIPANTS, SPECTATORS AND RELATED DETAILS**

To assist our planning, we would like to know the numbers of people you anticipate will participate in the organised activity or event.

|  |  |  |  |
| --- | --- | --- | --- |
| Number of participants |  | Number of officials |  |
|  |  |  |  |
| Number of support vehicles |  | Number of spectators expected |  |
|  |  |  |  |
| Will the media be involved? |  | | |
|  |  | | |

1. **EQUIPMENT REQUIREMENTS**

Please list any special equipment, facilities or materials required to conduct the proposed activity or event:

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1. Will portable toilets and/or showers be used? If so, what is the proposed method of effluent and waste water disposal?

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1. **SAFETY EQUIPMENT AND REQUIREMENTS**

Indicate what steps have been taken to ensure the well being of your members or participants (i.e. first aid kit, first aid training, fire extinguisher, life jackets, HF radio, notified the Local Emergency Management Committee (LEMC), Emergency Response Plans). Event participants are advised to refer to the Eventscorp resource document for important information and contact details of organisations related to organising events in WA, available from the DPaW website at: <http://www.dpaw.wa.gov.au/eventscorp>

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**PART B**

**PUBLIC RISK INSURANCE**

**Community and other groups who owe a duty of care to the participants carrying out the activity may be required to demonstrate they have public risk insurance. If you are unsure, please contact the appropriate DPaW office.**

Name of Insurer

Policy Number

|  |  |  |
| --- | --- | --- |
| Amount of Coverage  (Must be a minimum of AUD$10 million) | Expiry Date |  |
|  |  |  |

**DEED/ POLL - to be completed by the applicant -**

**I:**

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|  |

(Name of Person / Company Pty Ltd / Incorporated association)

1. certify that to the best of my knowledge the information provided within this application is true and correct in every detail; and
2. do hereby agree to release and indemnify and keep released and indemnified the Chief Executive Officer of the Department of Parks and Wildlife, the State of Western Australia, the Water Corporation, and each of their employees, contractors and agents (“**the Indemnified Parties**”) from and against all:
   1. claims, demands, actions, suits, and proceedings (whether under the law of contract, tort, a written law or otherwise); and
   2. damages, liabilities, losses, costs (including legal costs) and expenses, which may be made or brought against or suffered or incurred by the Indemnified Parties arising from, or in connection with, my activities on, use of, or presence on CALM land, except to the extent that any claims, actions, demands, suits, proceedings, damages, liabilities, losses or costs made or brought against, suffered or incurred by the Indemnified Parties are as a result of the Indemnified Parties’ negligence.

**Executed as a deed on** ………………………………………

Date

|  |  |
| --- | --- |
| **Person** | ……………………………………… ………………………………………  Signature Name    ……………………………………… ………………………………………  Witness Name |
| **Company Pty Ltd** (executed in accordance with section 127(1) of the *Corporations Act 2001* (Cth)) | ……………………………………… ………………………………………  Signature of director or secretary Name    ……………………………………… ………………………………………  Signature of director Name    ……………………………………… ………………………………………  Witness Name |
| **Incorporated Association** (executed in accordance with section 14(1)(b) of the *Associations Incorporation Act 1987* (WA)) | ……………………………………… ………………………………………  Signature of person with authority  to bind the Incorporated Association Name    ……………………………………… ………………………………………  Witness Name |

**OFFICE USE ONLY**

CONSERVATION AND LAND MANAGEMENT REGULATIONS 2002 Regulation 4 (1)

**LAWFUL Authority TO CONDUCT**

**CERTAIN RECREATIONAL ACTIVITIES**

This lawful authority is a written notice for the purposes of regulation 4(1) of the *Conservation and Land Management Regulations 2002* (the regulations) and it grants lawful authority to the person named herein as the authority holder to undertake certain activities in the areas specified below, an act that would otherwise be unlawful under the regulations.

This authority is not valid without the signature of the Chief Executive Officer or a delegate of the CEO (Regional or District Manager/Regional Parks Manager) of the Department of Parks and Wildlife (DPaW).

The Chief Executive Officer of the Department of Parks and Wildlife hereby grants to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | | |
| Lawful authority to conduct \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ activities in the following areas: | | | | |
|  | |  | | |
| This lawful authority is issued subject to the provisions of the *Conservation and Land Management Regulations 2002*, the terms and conditions set out in Schedule 1 and Schedule 2 – Additional Site Specific Conditions, (attached if applicable).  This lawful authority is valid for the period specified below: | | | | |
| Start date: |  | | Expiry date: |  |
|  |  | |  |  |
| Name: |  | | Signed: |  |

District or Regional Manager/Regional Parks Manager Date: --------/---------/----------

As a Delegate of the CEO under Section 133(2) of the *Conservation and Land Management Act 1984*

Upon arrival to commence the activities listed above, please report to the following DPaW Officer:

|  |  |
| --- | --- |
| Name: | Telephone: |
|  |  |

**OFFICE USE ONLY**

**CONDITIONS OF APPROVAL**

This application will need to be consistent with the conditions as outlined below:

1. **General** 
   1. Approved activities or events must not cause damage to flora and fauna, must abide by fire restrictions on starting a fire and campfires and must not cause littering, amongst other conditions, i.e. must comply with the *Conservation and Land Management Act 1984* (CALM Act), *Conservation and Land Management Regulations 2002*, the *Bushfires Act 1954*, *Wildlife Conservation Act 1950* and *Wildlife Conservation Regulations 1970*, the *Western Australian Marine Act 1982* and the *Navigable Waters Regulations 1958* and *the Litter Act 1979*.
   2. When operating within a Public Drinking Water Source Area (PDWSA), groups or organisations must not cause contamination of waters and must comply with the Metropolitan Water Supply Sewerage and Drainage Act, the Country Areas Water Supply Act and associated by-laws.
   3. This approval is subject to any necessary permission being obtained from other authorities and compliance with their respective legislations as required (e.g. local government, Water Corporation, Department of Water, WA Police, Main Roads WA, Department of Transport, Western Power). All additional conditions imposed by these agencies must be adhered to.
   4. The DPaW District Manager/Marine Park Manager or his/her delegate is to be notified immediately of any alteration to the nature and timing of the activities to be undertaken.
   5. The DPaW District Manager or his/her delegate has full on-site control, allowing for the alteration of activities if the need arises.
   6. Groups or organisations will not have exclusive use of any area or facility, unless otherwise specified.
   7. The group or organisation shall not represent themselves as an agent of DPaW or the CEO, or in any way purport to act for or on behalf of DPaW or the CEO in conducting the permitted activity or event.
   8. Any commercial passenger vehicle (e.g. bus or coach) or charter vessel used on DPaW-managed lands and waters must be licensed by the Department of Transport (DoT) and comply with relevant DoT conditions.
   9. All refuse is to be removed unless bins are provided.
   10. Firearms, snares, traps and bait are not to be carried on DPaW-managed lands and waters unless a lawful authority is obtained. Licences are issued only for scientific purposes. Marron licences and other recreational fishing licences may be obtained from Fisheries WA. It should be noted that marroning is prohibited in PDWSAs proclaimed under the Metropolitan Water Supply Sewerage and Drainage Act and may be prohibited in PDWSAs proclaimed under the Country Areas Water Supply Act.
   11. Domestic pets are not permitted in nature reserves, and dogs are only permitted in a national park or conservation park if there is a special designated area for dogs in that park.
   12. No permanent or semi-permanent facilities or structures are to be erected without written approval.
   13. DPaW will endeavour to keep nominated routes and/or facilities available but alterations may have to be made during a permit due to unforeseen circumstances.
   14. The group or organisation must pay park entry and camping fees where applicable.
   15. Permission to conduct an organised activity or event cannot be transferred from one group or organisation to another.
2. **Safety**

Where applicable, the group or organisation shall:

a) Provide appropriate safety equipment;

b) Employ and use only experienced and competent guides/instructors;

c) Provide for approval an Emergency Response Plan at least two weeks prior to event if requested.

It is the organiser’s sole responsibility to appropriately advise and caution participants about the potential hazards likely to be encountered on DPaW-managed lands.

1. **Liability**

a) Unless otherwise specified in this application, the group or organisation shall at all times during the currency of this permit maintain a policy of public liability insurance for a sum of not less than $10 million.

b) The applicant must sign the deed poll clause (pages 5 and 6) on this form.

1. **Reporting**

The group or organisation shall advise the District or Regional Manager as soon as practicable of any problems encountered in conducting the approved activity/event or of any personal injuries or damage to property sustained as a consequence of undertaking the activity/event.

**Other Conditions to be observed**

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Permission is granted to conduct the activity/event nominated in this application subject to the above-mentioned conditions of approval.

**DPaW CONTACT**

Name

Office

|  |  |  |
| --- | --- | --- |
| Phone | Fax | E-mail |
|  |  |  |

After Hours

|  |  |  |  |
| --- | --- | --- | --- |
| Invoiced |  | Invoice No. |  |
| Admin Officer |  | Date / / |  |

**APPENDIX I**

**Activities that require Lawful Authority under CALM Regulations**

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| **Regulation No.** | **Activity** |
| 12 (1) | Possession or use of firearms, spears, restricted devices etc. |
| 15 | Bringing and allowing an animal on to CALM land |
| 33 (1) | Abseiling on CALM land (except in an abseiling area) |
| 38 (1) | Erecting any sign or notice on CALM land (unauthorised signs) |
| 39 (1) | Lighting, kindling, maintaining or using, or assisting another person in lighting, kindling or maintaining, a campfire, barbeque or portable stove on CALM land; in a restricted area where that activity is prohibited under r. 5; or contravenes a restriction imposed on that activity under r. 5; or where flora and forest produce is in danger of being burnt or injured |
| 39 (2) | Lighting, kindling, maintaining or using, or assisting another person in lighting, kindling or maintaining, any fire within the boundaries or within 20 metres of any boundary of CALM land; or leave a fire described above without taking due precaution against its spreading or causing injury, if in either case any flora or forest produce is in danger of being burnt or injured |
| 49 | Being in a cave (cave means a cave or part of a cave which is on or under CALM land) and complying with the specified conditions and restrictions |
| 50 | Cross country and other events - organising, promoting or conducting any event involving cross country running, orienteering, rogaining, cross country navigation exercises or equestrian events on CALM land |
| 51 (1) | Driving or using a vehicle (other than a bicycle) on CALM land other than on a road or in a designated area |
| 51A (1) | Bicycles - Riding a bicycle on CALM land other than on a road or bicycle path or in a designated area |
| 52 | Off- road vehicles into CALM land - under the Control of vehicles (Off-road areas) Act 1978 |
| 53 | Car rallies etc. - organising, promoting or conducting a car rally, associated navigation exercise, mountain bike event or other race involving vehicles on or through CALM land |
| 58 | Races - organising, promoting or conducting a race involving vessels on or through CALM land |
| 60 (1) (a) & (b) | Anchoring vessels - in a restricted area if that activity is prohibited under Regulation 5, or contravening a restriction on the anchoring of vessels in a restricted area imposed under Regulation 5 |
| 65 | Launching, landing or making a touch down in an aircraft on CALM land (does not apply to an aircraft that is required to launch or touch down contrary to that subregulation to avoid or mitigate danger to human life or significant damage to property) |
| 66 | Camping controlled - camping on CALM land except in a camping area or on a vessel that is moored or anchored in accordance with these regulations |
| 105 (1) | Organised events and meetings - organising, advertising or holding a meeting, function or event on CALM land which is likely to involve or involves the attendance of more than 100 persons |