



Special Purpose Permit and Occupation Permit – Incident Report Form

Please complete this form for all incidents taking place during FNSW permitted events and activities. Incidents must be reported to FNSW within 24 hours. Please return this form to the FNSW Regional Office that issued your permit. For contact details visit <http://www.dpi.nsw.gov.au/aboutus/about/contact>

Type of incident (please tick box)	<input type="checkbox"/> Near Miss <input type="checkbox"/> No Injury <input type="checkbox"/> Injury sustained <input type="checkbox"/> Fatality		
Date of incident		Time of incident	
State forest		Description of incident location	
Name of person injured	Please circle person's role Participant / spectator / volunteer / event staff		
Contact for person injured			
Describe the incident			
Describe the injury			
Describe the initial first aid treatment given and by whom			
Describe any further actions taken (eg: ambulance called)		Who	When
Any further comments			
Name and role of person completing this form		Contact details	
		Date	

Office Use		
Date form received	Date entered into FNSW Incident Reporting System	By Who
Comments		