



**SPECIAL PURPOSES PERMIT**

**APPLICATION FORM**

**for organised activities on State forest**

1. **Name of Applicant** (Use name of registered company or partnership if appropriate).

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2. **Address** (use registered business address if appropriate)

**Street / PO Box:**

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**Town:**

**Postcode:**

**Phone:**

**Mobile:**

**Email:**

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3. **Contact Person** \_\_\_\_\_ **Phone:** \_\_\_\_\_

4. **Type of Activity** (for example: 4WD/mountain bike/horse endurance riding, rallying, etc)

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5. **Location and/or Route** (attach a map showing the proposed route where appropriate )

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6. **Date of event** (and/or frequency if appropriate - Daily, Weekly, Monthly, etc). Please indicate if additional time will be required onsite for set-up, clean-up etc..

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7. **How many vehicles /participants will be involved?**

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8. **Special Conditions Requested:**

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9. For commercial operations, please provide evidence of **Workers Compensation Insurance and Comprehensive Motor Vehicle Insurance** for associated vehicles.

10. For commercial activities please provide evidence of **accreditation of trainers, assessors and/or supervisors of the activity**.

11. For commercial activities, what is the intended entry charge / participation charge per person?

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12. **For all activities, please provide evidence of Public Liability Insurance or a 'Hold Harmless Agreement' indemnifying State Forests.**

Public liability Insurance Details:

Company: \_\_\_\_\_ Policy No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

13. **For all activities**, please complete medical evacuation and emergency plan

**NOTE:**

**For all dangerous activities, a waiver and indemnity form may be required to be completed by each participant and a risk warning provided in accordance with the provisions of the Civil Liability Act 2002.**

I/we hereby declare that the information provided is correct to the best of my/our understanding.

I/we will abide by all permit conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE**

Recommend that activity be issued with  
(i) Special Purposes Permit; or (ii) Letter of Authority (cross out which is not applicable)

**Fee Structure Proposed:**

- |                                 |                          |                              |
|---------------------------------|--------------------------|------------------------------|
| 1. Admin fee: _____             | 3. Inspection fee: _____ | 5. Supervision fee: _____    |
| 2. Usage fee: _____             | 4. Processing fee: _____ | 6. Work on assignment: _____ |
| 7. Bond in Advance: (\$): _____ |                          |                              |

Approved: \_\_\_\_\_

Date: \_\_\_\_\_