



Australian Government
Director of National Parks



kakadu[™]
NATIONAL PARK

PERMIT APPLICATION FORM

Commercial land based tours in Kakadu National Park

Kakadu National Park is a Commonwealth reserve established under the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act) to manage the environment of the region for the benefit of all people, present and future. The Director of National Parks uses a permit system to help regulate some activities. Permits may be issued subject to conditions that help to identify, protect, conserve and manage biodiversity, heritage and other values of national parks. This is a system through which industry and the public can share in the responsibilities of managing and protecting the park. Permits enable park managers and the Aboriginal traditional owners of Kakadu National Park to:

- maximise park visitor safety
- encourage responsible behaviour in the park
- ensure that commercial and other park users are accountable for their actions
- separate potentially conflicting activities
- manage impacts on high-use and sensitive areas
- monitor activities that could degrade biodiversity, heritage and other park values
- collect data for planning and management.

Individuals and other commercial entities (e.g. companies and associations) wishing to conduct commercial activities in the park, including commercial tours, need to have a permit issued by the Director.* The Director may issue a permit only if:

- the activity is consistent with:
 - the management plan for the park, or (if there is no management plan) the purpose for which the park is declared
 - any lease of indigenous people's land in the park
- the activity is not likely to:
 - endanger public safety
 - unduly damage the park
 - unduly interfere with the preservation or conservation of biodiversity or heritage in the park
 - unduly interfere with the protection of other features or facilities in the park
 - interfere with the privacy of a cultural event held in the reserve by the traditional owners of Aboriginal land in the park
 - interfere with the continuing cultural use of the park by the traditional owners of Aboriginal land in the park
 - interfere with the privacy of other persons in the park
- the activity benefits the public or persons using the park
- if all the permit holder's tour guides who will lead tours in the park have successfully completed the Kakadu Knowledge for Tour Guides course.

In making a decision about whether to issue a permit, the Director may take into account whether a person to whom the permit is to be issued has, in the last 10 years, been convicted of or is subjected to proceedings for an environmental offence.

*** Note** Commercial activities in the park that require access to restricted areas, or exclusive use of areas, require a licence rather than a permit. See the Parks Australia website for more information.

Duration of Permit

Tour operators can apply for permits that have a duration of either one year or three years.

Three-year permits are available to tourism operators accredited under the Australian Tourism Accreditation Program. A copy of the accreditation certificate must accompany this application, and updates must be provided to the Permits Officer annually.

One-year permits do not require tour operators to hold tourism accreditation, however accreditation may be required in the future.

Tourism Accreditation

Accreditation aims to assist every tourism business to improve the way it operates. It provides consumers and the industry with an assurance that a tourism operator is committed to quality business practices, sustainability and professionalism in all aspects of the enterprise.

The following accreditation programs currently meet the Director of National Parks requirements:

- Ecotourism EcoCertification Program (Ecotourism Australia)
- Advanced EcoCertification Program (Ecotourism Australia)
- Nature Tourism EcoCertification Program (Ecotourism Australia)
- Respecting Our Culture (Ecotourism Australia)
- Quality Tourism Accreditation

For assistance with and further information on tourism accreditation please refer to the Australian Tourism Accreditation Program qualitytourismaustralia.com or Ecotourism Australia ecotourism.org.au or contact your regional tourism association.

For operators in the Northern Territory (NT), Tourism NT's Business Development team can help you identify the most suitable accreditation program for your business and help you achieve and maintain your tourism accreditation: tourismnt.com.au.

Kakadu Knowledge for Tour Guide Course

It is compulsory for all tour guides and drivers interpreting Kakadu National Park to have successfully completed the Kakadu Knowledge for Tour Guides course. This program provides entry-level training covering all the things a tour guide should know when working in Kakadu National Park – including key areas of visitor safety, understanding the park's natural and cultural values and history, minimising environmental impact and legal compliance.

Completion of this course is mandatory for all persons leading a tour in Kakadu National Park and interpreting its values while they are in Kakadu National Park. This applies whether you visit Kakadu National Park only once, or more frequently. Permittees who allow unaccredited guides to lead tours in Kakadu National Park will be in breach of their permit conditions.

Tour guides can study and complete the assessments whenever and wherever they want to. The flexible nature of this program lets the individual decide what is most appropriate for them. This is self-paced learning and all the tools needed to complete the course are supplied at the time of enrolment.

The program is offered through Charles Darwin University. The following webpage provides detailed information on how to enrol and also addresses frequently asked questions about the program www.cdu.edu.au/cdu-vet/kakadu-knowledge-training. Additional information can be found at: [Tour guide training FAQ - DAWE](#).

To enrol in the program, contact:

Tourism, Hospitality, Sport and Recreation (Top End)
Charles Darwin University NT 0871
Phone: 08 8946 7954
Email: kakadu-online@cdu.edu.au

Since the course became compulsory, we've been educating people about the program and encouraging tour operators to get on board. The course was released in April 2008 and the tourism industry has embraced the program, with many operators now incorporating the course into their staff training and induction programs.

We are continuing to work with Charles Darwin University to track which guides have completed the course and which are yet to do so. **Only tour operators with accredited guides may be issued permits.** This acknowledges the many operators who have supported their guides to complete the training and ensures the quality of tours in Kakadu National Park continues to increase.

Apply well in advance

Please allow a minimum of 14 days for application processing. If your first tour commences in less than 14 days time, please contact the Permits Officer on 08 8938 1140 (if calling from within Australia) or +61 8 8938 1140 (if calling from overseas), or email kakadu.permits@awe.gov.au.

How to Apply

This application can be used to apply for either the one-year permit or three-year permit. Copies of the application form can be posted, faxed or emailed to you, or downloaded from [For tourism operators - DAWE](#).

To apply for a permit, please:

- ensure you understand and are prepared to comply with the permit conditions
- answer all the questions in the application form—if you need more space than is available on the form, please attach a separate sheet
- attach a certificate of currency for a policy of public liability insurance covering all staff and agents to the value of at least \$20 million for the proposed activity
- attach your COVID-19 Safety Plan and Statement of Commitment
- attach all promotional and advertising material to be used for the proposed activity
- attach a list with the names of drivers/guides who have completed the Kakadu Knowledge for Tour Guide program and the registration numbers of your vehicles
- complete the application checklist (see page 12)

Ensure you answer all the questions to the best of your knowledge; there are severe penalties for giving false or misleading information. By emailing, posting or faxing this application form to the Permits Officer, all proposed permit holders agree that if a permit is issued, they and their staff and agents will act in accordance with all of its permit conditions.

Need More Information?

The Permits Officer for Kakadu National Park can help with any queries regarding this permit – please call 08 8938 1140 or email kakadu.permits@awe.gov.au.

Our website is at [Welcome to Kakadu National Park - DAWE](#). The EPBC Act and Regulations can be viewed at awe.gov.au/environment/epbc or purchased from CANPRINT by telephoning 1300 656 863.

Privacy

The Director of National Parks ('the Director') is authorised to request personal information from permit applicants under Part 17 of the *Environment Protection and Biodiversity Conservation Regulations 2000* (EPBC Regulations). The personal information that you provide will be used by the Director to assess your permit application and manage activities within the park, including compliance with the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and EPBC Regulations. If you do not provide the requested information, your permit application cannot be assessed.

Disclosure

Information provided in this application form may be disclosed to the Board of Management for the park and any Consultative Committees established by the Board for the purpose of assessing your application.

Your personal information may be disclosed to other Commonwealth (and in some circumstances, state and territory) government departments and agencies where it is required or authorised by or under law or where it is reasonably necessary for law enforcement.

Privacy Policy

The collection, storage, use and disclosure of personal information by the Director is governed by the *Privacy Act 1988* (Cth) and, in particular, by the Australian Privacy Principles. The Director's Privacy Policy is available at awe.gov.au/parks-heritage/national-parks/parks-australia/privacy-policy. The Privacy Policy details how you can access and correct your personal information held by the Director and who to contact if you have a concern about your personal information.

CONDITIONS FOR A PERMIT TO CONDUCT COMMERCIAL LANDBASED TOURS IN KAKADU NATIONAL PARK

Interpretation

In these conditions, unless the contrary intention appears:

Act means the *Environment Protection and Biodiversity Conservation Act 1999* and any Regulations, management plans and instruments made under it, and includes any Act that amends or replaces it.

agreement means the agreement at the end of these conditions.

captured, for an image, means recorded or reproduced by artistic representation, or on film, videotape, disc or other electronic medium and includes recorded sound.

Director means the Director of National Parks, and includes any statutory successor to the Director and the Director's delegates.

management plan means the management plan in operation from time to time for the park under the Act.

park means the named Commonwealth reserve(s) for which this permit is issued.

park staff means persons employed by the Director and performing duties in relation to the park.

permitted activity means the specified activity for which this permit is issued.

permittee means each person (individual, company or other commercial entity) to whom this permit is issued and includes, where the context permits, the permittee's staff and the permittee's clients.

permittee's clients means all persons, other than the permittee or the permittee's staff, who take part in the permitted activity.

permittee's staff means the permittee's employees, contractors and other agents who take part in the permitted activity.

permittee's tour guides means the permittee's employees, contractors and other agents who have primary responsibility for leading the permitted activity.

ranger means a person appointed as a ranger under s392 of the Act.

Regulations means the *Environment Protection and Biodiversity Conservation Regulations 2000* and includes any Regulations that amend or replace them.

warden means a person appointed as a warden under s392 of the Act.

In these conditions:

The singular includes the plural and vice versa.

Where a word or phrase is defined, other grammatical forms of that word or phrase have a corresponding meaning.

Where one of the words 'include', 'including' or 'includes' is used, the words 'without limitation' are taken to immediately follow.

Where the word 'must' imposes an obligation on a person to do or not do something, the obligation is taken to mean that the person must take all reasonable steps to do or not do the thing (i.e. steps that ought to be reasonable to a person who possesses the faculty of reason and engages in conduct in accordance with community standards).

A reference to the permittee includes, where the context permits, the permittee's staff and the permittee's clients involved in the permitted activity.

Note: The Director may vary or revoke these permit conditions, or impose new conditions, in accordance with r17.09 of the Regulations, and must do so where it is necessary to ensure that the matters or circumstances about which the Director is required to be satisfied when issuing the permit continue to apply

General Permit Conditions (all activities)

1. The permittee must not conduct the permitted activity before the commencement date or after the expiry date shown on the permit.
2. The permittee must not conduct the permitted activity unless the permittee has signed and submitted the agreement with the park.
3. This permit cannot be transferred to another person, except in accordance with regulation 17.11 of the Regulations.

Note: If the permittee sells the business to which the permit relates, the permittee may apply to transfer the permit to the purchaser, in accordance with r17.11 of the Regulations, or the purchaser may apply for a new permit.

4. The permittee must comply with the EPBC Act, the EPBC Regulations, the management plan, these permit conditions, and any other signs, notices, information, guidelines, codes of conduct, protocols or directions issued by, or under the authority of, the Director relating to the park.
5. The permittee must comply with all Commonwealth, State or Territory laws relating to the permitted activity.
6. The permittee must hold all permits, licences and other authorities required by law for the conduct of the permitted activity.
7. The permittee must maintain relevant training, qualifications and experience to competently conduct the permitted activity.
8. The permittee must carry a copy of this permit and these conditions or keep a copy in the permittee's transport (vehicle, vessel or aircraft) while conducting the permitted activity, and must produce it for inspection when requested by a ranger or warden.
9. The permittee must not, and must take all reasonable steps to ensure that the permittee's clients do not, walk off track or use any road, track or area that is permanently, temporarily or seasonally closed or restricted by fences, gates or signs, unless specifically authorised by this or another permit.
10. The permittee must not, and must take all reasonable steps to ensure that the permittee's clients do not:
 - a) behave contrary to the Regulations or any warning or regulatory signs; or
 - b) pick fruits, flowers or branches, or otherwise damage any native plants; or
 - c) interfere with, feed, handle or disturb any native animal, or damage or disturb a nest or dwelling place of a native animal; or
 - d) touch or interfere with any rock art, sacred site or cultural artefact; or
 - e) impede public access to any part of the park.

Note: This permit does not give the permittee any rights to the exclusive use, enjoyment or occupancy of any area of the park unless specifically authorised by this permit.

11. The permittee must notify the Director, in writing, within 7 days if:
 - a) the permittee sells any business to which the permit relates to another person or group, or for any other reason ceases to conduct the permitted activity; or
 - b) the permittee is a company and there is a change in the owner(s) of the majority of issued shares in the company.

12. If the permittee is a company or other incorporated body the permittee must not, without the approval of the Director, have as a director or office holder a person who has been convicted¹ of an offence² against the Act or the Regulations within the previous 10 years.

13. The permittee must not, without the approval of the Director, use directly in the conduct of the activity to which this permit relates (eg driver or tour guide) the services of any person who has within the previous 10 years been convicted of an offence against the Act or the Regulations prior to the grant of the permit.

Note: The Director may keep a register of persons who have been convicted of such an offence or who have been the subject of a request by the Director for a permittee to cease using their services within the park.

14. If any of the permittee's staff contravene these permit conditions, the Director may:

- a) notify the permittee of the contravention; and
- b) direct the permittee to cease using the services of that person within the park for a specified time, and the permittee must forthwith comply with that request.

Note: In this situation and accordance with r14.16, the Director must give written notice to the member of the permittee's staff of the decision, including a statement that the member of the permittee's staff may apply to the Director to reconsider the decision and that, subject to the Administrative Appeals Tribunal Act 1975, the member of the permittee's staff may subsequently apply to the Administrative Appeals Tribunal for review of the reconsideration.

15. The permittee must ensure that the permittee's staff are fully informed of and understand these permit conditions before they commence taking part in the permitted activity.

16. The permittee must ensure that the permittee's staff are appropriately trained and/or accredited for any activity they conduct in the park.

17. The permittee must ensure that appropriate risk management systems, strategies and procedures are in place to minimise foreseeable risks to the permittee's staff, the permittee's clients, other members of the public and the environment and heritage values of the park, and must produce evidence of such systems, strategies and procedures as requested by the Director.

Note: Suitable templates for risk management systems are available from Parks Australia. They represent the minimum acceptable standard for a risk management system. Permittees are encouraged to develop more detailed risk management systems.

18. The permittee is responsible for the safety, well being and behaviour of the permittee's staff and clients, and must take all reasonably practicable steps to ensure that no person is exposed to risks to their health or safety whilst in the park.

19. If the permittee or any of the permittee's staff or clients is killed, injured, becomes ill, goes missing, or is involved in a dangerous incident while in the park, a member of park staff must be notified as soon as possible and the permittee and the permittee's clients must comply with any requests or directions from a member of park staff in relation to the safety of that person or any other person.

Note: In this condition "dangerous incident" means an incident that exposes a person to a serious risk to their health or safety.

20. The permittee must ensure that its supervision of the permittee's clients is reasonable in the circumstances of the permittee's clients' differing levels of fitness, experience and abilities.

21. The permittee must carry, and must ensure that each of the permittee's clients carries, sufficient potable water for the

conduct of the permitted activity.

Note: The Director recommends that, in hot weather, people carry and drink one litre of water for every hour they will be active.

22. The permittee will make good any damage to the park, to the extent that the damage was caused or contributed to by the conduct of the permitted activity or a breach of the permit conditions by the permittee.

Commercial Activity Conditions

23. The permittee must not conduct the permitted activity unless the permittee holds a policy of public liability insurance sufficient to cover any liability the permittee may have to third parties or to the Director under the agreement, and in any case for an amount of not less than \$20 million in respect of any single event, with an insurer that is licensed by the Australian Prudential Regulation Authority or otherwise approved by the Director.

24. The permittee must provide to the Director a certificate of currency for the policy of public liability insurance, evidencing that the policy covers all activities in the park of the permittee and the permittee's staff, contractors and other agents:

- a) before the permittee commences to conduct the permitted activity; and
- b) on each occasion when the policy is renewed or when a new policy is taken out; and
- c) at any other time as requested by the Director.

25. The permittee's staff must not include a contractor or agent unless:

- a) the activities of that person are covered by the insurance required under condition 23; or
- b) the person holds a permit to conduct commercial activities in the park that authorises them to provide services to the permittee in connection with the permitted activity, and holds a policy of public liability insurance that satisfies the requirements of condition 23.

Land-based Tour Permit Conditions

26. The permittee must ensure that the permittee's tour guides have knowledge of the safety information that appears in the park visitor guide, so they can be accurate in their answers to questions asked by the permittee's clients.

27. The permittee must, before a tour commences in the park, explain to the permittee's clients, in both oral and/or written form in a language understood by the clients, the standard safety information that appears in the park visitor guide and all foreseeable hazards and conditions they may encounter during the permitted activity.

Note: Such hazards and conditions may include, but are not limited to: crocodiles and other dangerous animals, plants and insects; heights; unstable and slippery rocks; extreme weather conditions; high winds; and fast-flowing water.

28. The permittee must ensure that each of the permittee's tour guides operating in the park holds a current first aid qualification, the minimum standard for which is "Provide First Aid HLTAID003" or equivalent.

29. The permittee must ensure that each of the vehicles used in the conduct of the permitted activity contains a comprehensive first aid kit that is suitable for the types of incidents that may occur during the permitted activity.

30. The permittee's tour guides must carry a basic first aid kit while leading the permittee's clients in activities away from

¹ A person is taken to have been convicted of an offence if, within five years, the person has been charged with, and found guilty of, the offence but discharged without conviction or has not been found guilty of the offence, but a court has taken the offence into account in passing sentence on the person for another offence. Part VIIC of the *Crimes Act 1914* includes provisions that, in certain circumstances, relieve persons from the requirement to disclose spent convictions and require persons aware of such convictions to disregard them

² Such an offence includes, for an offence under such a law, section 6 of the *Crimes Act 1914* or sections 11.1, 11.4 or 11.5 of the Criminal Code (which deal with being an accessory after the fact, attempting to commit offences, inciting to or urging the commission of offences by other people and conspiring to commit offences) or an equivalent provision of a law of a State or Territory

the permittee's vehicle.

31. The permittee must not use a vessel for tour purposes on waters in the park, unless authorised to do so by this or another permit issued by the Director.
32. The permittee must ensure that all vehicles used for the permitted activity are identified as being used by the permittee through signwriting, magnetic stickers or a signboard visible through the windscreen, and display a current Parks Australia Permitted Tour Operator vehicle sticker on the driver's side of the windscreen.
33. For the purpose of evaluating compliance with these permit conditions, the permittee must, subject to availability of space and the provision of reasonable notice, allow a member of park staff, a traditional owner or a tour guide training assessor to accompany tours from time to time at no cost to the Director.
34. Permittees who are issued with 3 year permits must hold tourism accreditation, and provide the Director with evidence of that accreditation annually.

Kakadu National Park Conditions

35. The permittee's clients must not include a person aged 5 years or over unless:
 - a) the person is a Northern Territory resident; or
 - b) the person is in possession of, or covered by, a valid Park Pass; or
 - c) the person is listed in a valid Park Pass manifest issued by the Director and in the possession of the permittee's tour guide.
36. The permittee must provide the permittee's clients with accurate information in relation to the park and to Bininj/Munggu culture and sites.

Note: The Kakadu Knowledge for Tour Guides e-learning program and the park's Tour Operator Handbook are sources of accurate and appropriate information, including information about culture and crocodile safety.

37. The permittee must ensure that each of the permittee's tour guides (i.e. those who have primary responsibility for leading tour groups - see Interpretation section at the start of these conditions) has successfully completed the Kakadu Knowledge for Tour Guides e-learning program prior to leading a tour in the park.
38. The permittee must ensure that the permittee's tour guides are educated and tested about crocodile safety.
39. The permittee must hold a current permit issued by the Director for the use for commercial gain of captured images of a Commonwealth reserve, for all the permittee's promotional material relating to the permitted activity, including pamphlets, brochures and internet material such as web-pages.

Note: Permits are required to capture and use images for commercial gain. A photography permit authorises the use of images included in promotional material submitted with the permit application and approved for use. You can obtain an application form at awe.gov.au/parks-heritage/national-parks/kakadu-national-park/permits-licences-and-leases/media-and-artists

40. The permittee must only use the emergency call devices (ECDs or radio alarms) that are located in the park to request medical help or a search and rescue operation, or to notify a member of park staff of a death, injury, missing person or other incident.

Note: Emergency call devices are located at the information bay on the Arnhem Highway, Burrungkuy (Nourlangie Rock) carpark, Waldak Irrmbal (West Alligator Head), Ubirr, Cahills Crossing, Jim Jim Falls carpark, Jim Jim Plunge Pool, Top of Jim Jim Falls, Twin Falls carpark, Twin Falls Gorge boat landing, Top of Twin Falls, Bilkbilkmi (Graveside Gorge), Maguk (Barramundi Gorge), Gunlom, Jarrangbarnmi (Koolpin Gorge), Yurmikmik – Motor Car Falls, and Yurmikmik carpark.

41. The permittee must keep the park's Permits Officer updated within a reasonable time of any changes to the lists of permittee's staff and vehicles used for the permitted activity in

the park.

42. In conducting the permitted activity the permittee must only use the sites authorised by this or another permit.
43. The permittee must not enter the areas of Igoymarra, Ferry Gully, Bilkbilkmi (Graveside Gorge) Waldak Irrmbal (West Alligator Head) or the roads leading from the Kakadu Highway, Four Mile Hole or Gunlom Road, to them, unless authorised by this or another permit.
44. The permittee must not operate vehicles in excess of 6 tonnes Gross Vehicle mass on the following public roads and public access tracks:
 - a) Jim Jim Falls Road & Twin Falls Track
 - b) Maguk (Barramundi Gorge) Track
 - c) Bilkbilkmi (Graveside Gorge) Track
 - d) Two Mile Hole, Four Mile Hole & Waldak Irrmbal (West Alligator Head) Track
 - e) Kubara (Baroalba Springs) Road
45. The permittee must not tow trailers on the Jim Jim Falls and Twin Falls Track anywhere south of the Karnamarr Campground.
46. The permittee must not use facilities at Merl, Djarradjin (Muirella Park), Mardukul, Karnamarr or Gunlom camping areas unless the applicable camping fees or shower fees have been paid prior to use.
47. Where a camping area has camping sites designated for tour groups, the permittee must use only those camping sites.
48. The permittee must not arrive at a camping area after 8:30pm, or make unreasonable noise or otherwise disturb other campers.



Australian Government
Director of National Parks



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Kakadu National Park
Permits Officer
 ☎ 08 8938 1140

✉ kakadu.permits@awe.gov.au

✉ GPO Box 858, Canberra ACT 2601

PERMIT APPLICATION FORM

COMMERCIAL LAND-BASED TOURS

Please allow a minimum of **14 days** for your permit to be processed.

Please ensure the information is legible.

Details of Proposed Permit Holder

The Director of National Parks is authorised to collect the personal information requested in this form under the *Environment Protection and Biodiversity Conservation Regulations 2000*. This information is used to assess permit applications and manage activities within Commonwealth reserves. A full Privacy Notice, the Director's Privacy Policy and details on who to contact if you have a concern about your personal information are available at awe.gov.au/parks-heritage/national-parks/parks-australia/privacy-policy.

1. Does the proposed permit holder currently have a permit for the activity?

No Yes

If yes, what is the permit number CK

2. Name of proposed permit holder (If more than 1, attach their details on separate sheet)

Full Name

3. Contact details of proposed permit holder

Contact person

Title/Position

Postal Address

Physical Address

Mobile

Telephone

Fax

Email

Website

4. What is the proposed permit holder's: (if applicable)

ABN

ACN

5. Is the proposed permit holder: Individual – go to question 7 Company

Other – please specify

6. Please provide details of directors, partners or committee members of the proposed permit holder (If more space is required, attach a separate list.)

Office Holder's Full Name

Address

Title or Position

7. Registered business name(s) (If more space is required, attach a separate list.)

Business Name 1

Business Name 2	
8. Accreditations held by the proposed permit holder	
Please provide copy of the accreditation certificate if applying for a 3 year permit	
<input type="checkbox"/> None	<input type="checkbox"/> QTA
<input type="checkbox"/> ROC	<input type="checkbox"/> Eco Certification – Level:
<input type="checkbox"/> Savannah Guides – Level:	Other – please specify
9. Subscribe to the Kakadu Road and Access Report and Industry Update	
The Kakadu Road and Access Report and Industry Update provides up to date information about road and walking track conditions, openings and closures and other relevant information and stories. The Road Report is distributed daily and the Industry Update fortnightly via email. To subscribe visit;	
<ul style="list-style-type: none"> • Kakadu Road Report - parksaustralia.gov.au/kakadu/access • Industry Update - awe.gov.au/parks-heritage/national-parks/kakadu-national-park/publications/kakadu-tourism-industry-updates 	
Note: industry information, changes and updates are communicated via these two channels.	
Details of Proposed Tours	
10. Date of first proposed tour in Kakadu after 31 March 2022: Click here to enter a date.	
11. Proposed tour duration	
<input type="checkbox"/> Day tours to Kakadu	<input type="checkbox"/> Multi-day tours to Kakadu
<input type="checkbox"/> Extended tours (includes Kakadu)	
12. Proposed tour's mode of transport	
<input type="checkbox"/> Coach/Bus Tours	<input type="checkbox"/> 4WD Tours
<input type="checkbox"/> Other – please specify:	
13. Proposed tour structure	
<input type="checkbox"/> Scheduled Tours	<input type="checkbox"/> Charter Tours
<input type="checkbox"/> Accommodated	<input type="checkbox"/> Camping
14. Activities to be undertaken during the proposed tour	
<input type="checkbox"/> Boat cruise	<input type="checkbox"/> Scenic flights
<input type="checkbox"/> Wildlife viewing	<input type="checkbox"/> Guided tour with an Aboriginal guide
<input type="checkbox"/> Camping	<input type="checkbox"/> Birdwatching
<input type="checkbox"/> Rock art viewing	<input type="checkbox"/> Bushwalking (on marked tracks)
<input type="checkbox"/> Photography	<input type="checkbox"/> Swimming
<input type="checkbox"/> Scenic driving	<input type="checkbox"/> Ranger guided walk/talk
<input type="checkbox"/> Other – please specify	<input type="checkbox"/> Bush food tasting
	<input type="checkbox"/> Aboriginal cultural demonstration
	<input type="checkbox"/> Purchasing souvenirs/craftwork/paintings
15. What methods are proposed for compliance with the EPBC Regulations and to minimise impacts on any native or non-native species?	
The EPBC Act and Regulations can be viewed at www.comlaw.gov.au/Details/C2013C00539 .	
<input type="checkbox"/> Ensure you know the relevant regulations.	<input type="checkbox"/> Ensure you know the conditions of your permit.
<input type="checkbox"/> Avoid picking fruit or breaking branches.	<input type="checkbox"/> Remain on roads and marked tracks.
<input type="checkbox"/> Avoid feeding or interfering with wild animals.	<input type="checkbox"/> Look out for animals on the road.
<input type="checkbox"/> Explain conditions/regulations to staff and agents	<input type="checkbox"/> Wash down vehicles/vessels to limit weed spread.
<input type="checkbox"/> Dispose of food scraps and rubbish properly.	<input type="checkbox"/> Take only what you brought.
<input type="checkbox"/> Timing the activity to minimise impacts.	<input type="checkbox"/> Risk management of activity to minimise impacts.

ERRE (EAST ALLIGATOR) REGION		
<input type="checkbox"/> Ubirr	<input type="checkbox"/> Bardedjilidji Walk	<input type="checkbox"/> Cahills Crossing Viewing Area
<input type="checkbox"/> Mangarre Walk	<input type="checkbox"/> Sandstone & River Walk (Badbong Wodjmeng)	
JABIRU AND BURRUNKUY (NOURLANGIE) REGIONS		
<input type="checkbox"/> Bowali Visitor Centre	<input type="checkbox"/> Yilikadjarr Walk	<input type="checkbox"/> Kubara Walk
<input type="checkbox"/> Burrungkuy (Nourlangie)	<input type="checkbox"/> Barrk Walk	<input type="checkbox"/> Nanguluwurr
<input type="checkbox"/> Anbangbang	<input type="checkbox"/> Nawurlandja Lookout	<input type="checkbox"/> Mirray Lookout
<input type="checkbox"/> Djarradjin (Muirella Park)	<input type="checkbox"/> Bubba Walk	<input type="checkbox"/> Sandy Billabong (Djirrilba)
YELLOW WATER AND JIM JIM/TWIN FALLS REGIONS		
<input type="checkbox"/> Yellow Water (Ngurrungurrudjba)	<input type="checkbox"/> Home Billabong Walk	<input type="checkbox"/> Warradjan Aboriginal Cultural Centre
<input type="checkbox"/> Mardukal Billabong Walk	<input type="checkbox"/> Kungardun Walk	<input type="checkbox"/> Jim Jim Falls
<input type="checkbox"/> Barrk Marlam Walk	<input type="checkbox"/> Budjmi Lookout Walk	<input type="checkbox"/> Twin Falls
<input type="checkbox"/> Twin Falls Plateau Walk	<input type="checkbox"/> Maguk	
IGOYMARRWA (MARY RIVER) REGION		
<input type="checkbox"/> Gunlom	<input type="checkbox"/> Gunlom Lookout	<input type="checkbox"/> Murrill Billabong Walk
<input type="checkbox"/> Gimbat Picnic Area	<input type="checkbox"/> Gungurul Walks/Picnic Area	<input type="checkbox"/> Bukbukluk
<input type="checkbox"/> Yurmikmik – Boulder Creek	<input type="checkbox"/> Yurmikmik - Motor Car Falls	<input type="checkbox"/> Yurmikmik - Kurrundie Creek
OTHER AREAS (NOT LISTED)		
KAKADU CAMPING AREAS		
<input type="checkbox"/> Two Mile Hole	<input type="checkbox"/> Four Mile Hole	<input type="checkbox"/> Red Lily Billabong (Djunda)
<input type="checkbox"/> Alligator Billabong (Gurdurunguranjdju)	<input type="checkbox"/> Bucket Billabong (Ngarrababa)	<input type="checkbox"/> Merl
<input type="checkbox"/> Burdulba	<input type="checkbox"/> Malabanjbanjdju	<input type="checkbox"/> Djarradjin (Muirella Park)
<input type="checkbox"/> Sandy Billabong (Djirrilba)	<input type="checkbox"/> Jim Jim Billabong	<input type="checkbox"/> Mardukal
<input type="checkbox"/> Karnamarr	<input type="checkbox"/> Maguk	<input type="checkbox"/> Gungurul
<input type="checkbox"/> Kambolgje	<input type="checkbox"/> Gunlom	
OTHER AREAS		
Has the proposed permit holder held in the last 12 months a commercial permit to enter:		
<input type="checkbox"/> Bilkbilkmi (Graveside Gorge)	<input type="checkbox"/> Waldak Irrmbal (West Alligator Head)	

Vehicle Stickers and Permit Type

20. Kakadu National Park permitted tour operator vehicle stickers

Please list the required number of vehicle stickers for each business name:

Business (Trading) Name	Number of stickers
Total number of stickers	

21. Type of permit being applied for

Permit to conduct up to 4 tours per year 1 year permit (\$100) 3 year permit* (\$300)

Permit to conduct 5 tours or more per year 1 year permit (\$500) 3 year permit* (\$1500)

*Note: Available to accredited tour operators only (see page 2) and evidence of accreditation is required annually.

Application Checklist

Use this checklist to ensure your application meets all the necessary requirements for conducting commercial tours. (Please tick box as appropriate.)

Does the proposed permit holder have current public liability insurance:

(a) to the amount of \$20 million in respect of each and every claim/occurrence? Yes No

(b) covering all of the proposed activities in the park? Yes No

(c) covering all staff, including agents, contractors and volunteers? Yes No

Is a copy of the certificate of currency for the public liability insurance attached? Yes No

Is a copy of all promotional and advertising material to be used for the proposed activity attached? If unable to provide, please provide your website address: Yes No

Have you provided:

(a) details of all the tour guides employed or contracted to lead tours? Yes No

(b) a list of all sites to be visited? Yes No

(c) details of all transportation to be used? Yes No

(c) details of your COVID-19 Safety Plan and Statement of Commitment Yes No

(d) evidence of accreditation attached (for 3 year permits only)? Yes No

Are all the questions in this application form completed? Yes No

Has the Agreement been read, signed and witnessed? Yes No

Has the Declaration been read, signed and witnessed? Yes No

Has payment details for permit fee been provided (see page 12) Yes No

Answered no? Please provide a brief explanation to assist us with processing your application:

Payment Details

Payment by	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Bank Cheque / Money Order
			Cheque/Money order to "ANP Fund"
Card holder's name		Credit Card number	
Expiry Date	/	Payment amount	AUD \$
Today's Date	/ /	Card holder's signature	<input type="text"/>

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Agreement

THIS DEED made the day of , 20

WITNESS as follows:

In consideration of the permit issued to the permittee, the permittee agrees to:

- a) release the Director of National Parks, the Commonwealth of Australia, and their servants and agents ('the released parties') from all and any claims which the permittee might at any time hereafter have or have had against the released parties in respect of any injury, loss or damage which may be suffered by the permittee in the course of the permitted activity, except to the extent that any act or omission involving fault on the part of the released parties contributed to the relevant injury, loss or damage; and
- b) indemnify and keep indemnified the Director of National Parks, the Commonwealth of Australia, and their servants and agents ('the indemnified parties') against all actions, proceedings, claims or demands brought against the indemnified parties in respect of any injury, loss or damage arising out of:
 - (i) a breach of the permit conditions by the permittee or the permittee's staff; or
 - (ii) an act or omission involving fault on the part of the permittee or the permittee's staff in carrying on the permitted activity,except to the extent that any act or omission involving fault on the part of the indemnified parties contributed to the relevant liability, loss or damage; and
- c) acknowledge that this permit does not give the permittee any rights to the exclusive use, enjoyment or occupancy of any area.
- d) take all reasonable steps to ensure that the permittee, the permittee's staff and the permittee's clients comply with the conditions subject to which the permit is issued; and
- e) provide information about the permitted activity as reasonably requested by the Director.

Note: The Director will only request such information for park management and planning purposes, and agrees not disclose to any other person any information so provided without the express permission of the permittee unless legally required to do so.

Proposed permit holder's name

A copy of this agreement is to be signed by each proposed permit holder, or if the proposed permit holder is a company or other commercial entity, by its duly authorised officer.

Signed

Date

Name (please print)

Position

This agreement is signed in the presence of a witness aged 18 years or older:

In the presence of (witness' name)

Signed

Date

Declaration

I, , the applicant for this permit, DECLARE that the information in this application is correct to the best of my knowledge AND I am authorised to complete this application on behalf of all proposed permit holders AND that none of the proposed permit holders have been convicted¹ of, or is presently subject to proceedings for, an offence under:

- a) the EPBC Act or Regulations; or
- b) another law of the Commonwealth or a State or Territory about the protection, conservation or management of native species or ecological communities; or
- c) section 6² of the *Crimes Act 1914* or sections 11.1, 11.4 or 11.5³ of the Criminal Code in relation to an offence under a law mentioned in a) or b) above; or
- d) a provision of a law of a State or Territory that is equivalent to a provision mentioned in c) above.

If you can not make this declaration because a proposed permit holder has been convicted of, or is subject to proceedings for a relevant type of offence please contact the Permits Officer, Kakadu National Park, for further advice. These matters do not exclude a permit being issued but can be taken into account.

Signed

Date

Name (please print)

Position

This declaration is made before a witness aged 18 years or older:

In the presence of (witness' name)

Signed

Date

¹ Part VIIC of the *Crimes Act 1914* includes provisions that, in certain circumstances, relieve persons from the requirement to disclose spent convictions and require persons aware of such convictions to disregard them.

The applicant is taken to have been convicted of an offence if, within five years before the application is made, the applicant:

- a) has been charged with, and found guilty of, the offence but discharged without conviction; or
- b) has not been found guilty of the offence, but a court has taken the offence into account in passing sentence on the applicant for another offence.

² Section 6 of the *Crimes Act 1914* deals with being an accessory after the fact.

³ Sections 11.1, 11.4 and 11.5 of the *Criminal Code* deal with attempts to commit offences, inciting to or urging the commission of offences by other people and conspiracy to commit offences.

Submit applications to:

Kakadu National Park
Tourism and Visitor Services
GPO 858, Canberra ACT 2601
E-mail: kakadu.permits@awe.gov.au

Please allow a minimum of 14 days for permits to be processed.

To assist us in developing more efficient permit administration, please provide an estimate of the time taken to complete this form, including the time spent by the applicant and any other persons in reading the application form, collecting the information and answering the questions: hours and minutes

Office Use Only

Payment was by

Bank Cheque Date the cheque was handed to Business Support

Credit Card Date charged: / / Payment amount charged

Payment receipt generated:

ABN Verification Checklist completed

COVID-19 Safety Plan Public Liability Insurance

Accreditation (3-year permit only) Compliance check

CTO database updated Permit generated

Letter generated Vehicle stickers

Park Manager approval Saved to SPIRE CTO document set

Comments: