



Australian Government
Director of National Parks



PERMIT APPLICATION FORM

Commercial tours in Norfolk Island National Park and Botanic Garden

The Norfolk Island National Park and Botanic Garden is a Commonwealth reserve established under the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act) to manage the park for the benefit of all people, present and future. The Director of National Parks, also established under the EPBC Act, 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 to:

- maximise the safety of park visitors
- 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 (eg. 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 purposes for which the park is declared; and
 - promotes an understanding and appreciation of the park's natural and cultural heritage.
- 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 other persons in the park
- the activity benefits the public or persons using the park

In making a decision 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.

Apply well in advance

Please allow a minimum of 28 days for the permit application to be processed. If your tour commences in less than 28 days' time, please contact the park on 0011 6723 22695 or email parksonlinefeedback@environment.gov.au.

How to apply

This application package can be posted, faxed or emailed to you, or you can download it from www.environment.gov.au/resource/tourism-operators-1.

To apply for a permit, please:

- ensure you understand and are prepared to comply with all 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 all promotional and advertising material to be used for the proposed activity
- ask all proposed permit holders to sign, and an adult to witness and sign the agreement near the end of the application package
- sign, and ask an adult to witness and sign, the declaration at the end of the application package
- send the application to the address at the end of the application package.

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 can help with any queries regarding this permit – please call 0011 6723 22695 or email parksonlinefeedback@environment.gov.au.

Our website is at www.parksaustralia.gov.au/norfolk/index.html, and the EPBC Act and Regulations can be viewed at www.environment.gov.au/epbc/index.html or purchased from CANPRINT, telephone 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

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 www.environment.gov.au/node/35979. 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 TOUR(S) IN NORFOLK ISLAND NATIONAL PARK AND BOTANIC GARDEN

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

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 VIIIC 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

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:
- notify the permittee of the contravention; and
 - 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:
- before the permittee commences to conduct the permitted activity; and
 - on each occasion when the policy is renewed or when a new policy is taken out; and
 - at any other time as requested by the Director.
25. The permittee's staff must not include a contractor or agent unless:
- the activities of that person are covered by the insurance required under condition 23; or
 - 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 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: dangerous animals, plants and insects; heights; unstable and slippery rocks; extreme weather conditions; high winds.

28. The permittee must ensure that each of the permittee's tour guides 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 the permittee's vehicle.
31. The permittee must ensure that all vehicles used for the permitted activity are identified as being used by the permittee through sign writing, magnetic stickers, or a signboard visible through the windscreen.
32. 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 a tour from time to time at

no cost to the Director.

Norfolk Island National Park and Botanic Garden conditions

33. On each visit to the park and at least 5 business days prior to conducting the permitted activity, the permittee must provide the park with details of all vehicles and persons participating in the permitted activity during that visit and any further details the Director may reasonably request.
34. 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 in promotional material submitted with the permit application and approved for use. You can obtain an application form at: www.environment.gov.au/resource/media-and-artists-1.

35. The permittee must inform the park within a reasonable time of any changes to the registration numbers of vehicles used for the permitted activity.
36. In conducting the permitted activity the permittee must only use the sites authorised by this or another permit.
37. The permittee may drive, ride or tow a vehicle only on designated road or parking area.

<i>Note: Maximum size of vehicle on:</i>	
<u>Mount Pitt Road</u>	<u>Park (except Mt Pitt Road)</u>
Length: 6.5 meters	Length: 7.0 meters
Width: 2.2 meters	Width: 2.3 meters
Wheelbase: 3.7 meters	Height: 2.8 meters

38. The permittee must endeavour to minimise damage to tracks, and in particular not to cause the tracks to become deeply rutted.
39. The permittee must not litter in the park nor bring firewood, weeds or animals into the park.
40. The permittee must comply with directions from park staff and officers of the Norfolk Parks and Forestry Service regarding access conditions in the Forestry Area.
41. The permittee must take special care in the Forestry Zone of the park
42. The permittee must not interfere with any seabirds or nests on Phillip Island.
43. The permittee must be accompanied by a guide approved by the Park Manager when undertaking the permitted activity on Phillip Island.
44. The permittee must provide a means of communication, either radio or telephone (or both), at all times when conducting the permitted activity in the park, including Phillip Island.
45. For planning purposes the permittee must provide to the Director annual returns showing the numbers of adults and children under 16 years old carried into the park on each tour carried out under the permit.

Note: Annual returns provided under this condition will be treated by the Director as having been received in confidence and will not be disclosed unless required by law.

46. **FURTHER CONDITIONS MAY BE ADDED.**



PERMIT APPLICATION FORM
COMMERCIAL LAND-BASED TOURS

Norfolk Island National Park
and Botanic Garden

Please allow a minimum of 28 days for your permit to be processed.

☎ 0011 6723 22695 Fax: 0011 6723 23397

Please ensure the information is legible.

✉ parksonlinefeedback@environment.gov.au

✉ PO Box 310, Norfolk Island 2899

Details of Proposed Permit Holder																																			
<p>The Director of National Parks is authorised to collect the personal information requested in this form under the <i>Environment Protection and Biodiversity Conservation Regulations 2000</i>. 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 www.environment.gov.au/node/35979.</p>																																			
<p>1. Does the proposed permit holder currently have a permit for the activity?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is the permit number</p>																																			
<p>2. Name of proposed permit holder (If more than 1, attach their details on separate sheet)</p> <p>Full Name</p>																																			
<p>3. Contact details of proposed permit holder</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Contact person</td> <td colspan="2"></td> <td style="width: 20%;">Title/Position</td> <td colspan="2"></td> </tr> <tr> <td>Postal Address</td> <td colspan="5"></td> </tr> <tr> <td>Physical Address</td> <td colspan="5"></td> </tr> <tr> <td>Mobile</td> <td></td> <td>Telephone</td> <td></td> <td>Fax</td> <td></td> </tr> <tr> <td>Email</td> <td colspan="2"></td> <td>Website</td> <td colspan="2"></td> </tr> </table>						Contact person			Title/Position			Postal Address						Physical Address						Mobile		Telephone		Fax		Email			Website		
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<p>5. Proposed permit holder is: <input type="checkbox"/> Individual – go to Question 7 <input type="checkbox"/> Company</p> <p><input type="checkbox"/> Other – please specify</p>																																			
<p>6. Please provide details of directors, partners or committee members of the proposed permit holder (If more space is required, attach a separate list.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Office Holder's Full Name</th> <th style="width: 40%;">Address</th> <th style="width: 30%;">Title or Position</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>						Office Holder's Full Name	Address	Title or Position																											
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<p>7. Registered business name(s) (If more space is required, attach a separate list.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Business Name 1</td> <td> </td> </tr> <tr> <td>Business Name 2</td> <td> </td> </tr> </table>						Business Name 1		Business Name 2																											
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8. Accreditations held by the proposed permit holder Please provide copy of the accreditation		
<input type="checkbox"/> None	<input type="checkbox"/> ATAP	<input type="checkbox"/> Eco Certification – Level:
<input type="checkbox"/> Advanced Eco Certification		Other – please specify
Details of Proposed Tours		
9. Date of first proposed tour in the park: Click here to enter a date.		
10. Proposed tour duration to the park		
<input type="checkbox"/> Day tours	<input type="checkbox"/> Multi-day tours	<input type="checkbox"/> Extended tours that include the park
11. How frequent are the proposed tours? Eg: once a month		
12. How long will the proposed tours remain in the park? Eg: 2.5 hours		
13. Will the tour(s) be conducted on specific days or times?		
<input type="checkbox"/> No <input type="checkbox"/> Yes – what are these days/times?		
14. Proposed tour’s mode of transport		
<input type="checkbox"/> Coach/Bus Tours	<input type="checkbox"/> Walking Tours	<input type="checkbox"/> Other – please specify:
15. Activities to be undertaken during the proposed tour		
<input type="checkbox"/> Wildlife viewing / Birdwatching	<input type="checkbox"/> Trip(s) to Phillip Island	<input type="checkbox"/> Bushwalking (on marked tracks)
<input type="checkbox"/> Other – please specify:		
16. 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.	
<input type="checkbox"/> Contingency plans if emergencies/impacts begin to occur.		
<input type="checkbox"/> Other – please specify		
17. How will the proposed tour benefit the public or people using the park?		
<input type="checkbox"/> Education	<input type="checkbox"/> Accurate information	<input type="checkbox"/> Economic benefits
<input type="checkbox"/> Training of local guides	<input type="checkbox"/> Visitor experience	<input type="checkbox"/> Other (provide details below)
If other, please specify		

18. Telephone and/or radio contact details of the proposed tour(s) while in the park

The permit holder must be contactable via telephone or radio (or both) whilst in the park.

Telephone

Radio

19. Details of tour guides (If more space is required, attach a separate list.)

Please provide the name of each guide to lead tours in the park, whether they are (E) employee or (C) contractor, and their contact details.

Full name of each tour guide	Engaged as Employee (E) or Contractor (C)	Contact details	Office Use
	<input type="checkbox"/> E <input type="checkbox"/> C		<input type="checkbox"/>
	<input type="checkbox"/> E <input type="checkbox"/> C		<input type="checkbox"/>
	<input type="checkbox"/> E <input type="checkbox"/> C		<input type="checkbox"/>
	<input type="checkbox"/> E <input type="checkbox"/> C		<input type="checkbox"/>
	<input type="checkbox"/> E <input type="checkbox"/> C		<input type="checkbox"/>

20. Details of transportation involved in the proposed tour: (If more space is required, attach a separate list.)

Type of transport	Own/Operated by	Details
<i>E.g. Hired car</i>	<i>Car Hires R Us</i>	<i>Mitsubishi, Canter, Registration MO 1234, Maximum capacity 16 persons, White colour, Weighs 6000kg</i>

21. Details of all sites to be visited under the proposed permit

Please indicate the areas you intend visiting. This information enables us to undertake effective site planning and management, and assists us to better monitor visitor impacts.

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

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

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

Office Use Only

ABN Verification <input type="checkbox"/>	Compliance Check <input type="checkbox"/>
---	---

CTO tracking sheet updated <input type="checkbox"/>	Letter generated <input type="checkbox"/>
---	---

CTO database updated <input type="checkbox"/>	Permit generated <input type="checkbox"/>
---	---

Comments:

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 Code³ 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 Norfolk Island 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.

If this application is approved, you prefer to receive the permit documentation via:

Mail Email Fax

Submit applications to:

Norfolk Island National Park and Botanic Garden
Permits Administrator
PO Box 310 Norfolk Island 2899
Fax: 0011 6723 23397
E-mail: parksonlinefeedback@environment.gov.au

Please allow a minimum of 28 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