



## **Application for a commercial tourism licence for an exclusive or restricted use activity in Uluru-Kata Tjuta National Park**

---

### **Information for applicants**

Uluru-Kata Tjuta 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 licence system to help regulate exclusive and restricted use commercial activities.

Licences will generally be granted for a minimum period of five years and for longer terms where significant investment is required.

Tour operators will be required to hold accreditation through a Tourism Accreditation Australia Ltd (TAAL) recognised program to hold a licence. It is a licence condition to provide evidence of accreditation to the Tourism Services Officer every year.

It is important that tour operators and their staff understand and comply with licence conditions. Breaching licence conditions may lead to the licence being suspended or cancelled.

### **Licence fees:**

Licence fees will be negotiated with the successful applicant based on the activity, length of tenure and investment. Other fees:

- A non-refundable application fee of \$200 to be paid at the time that the application is submitted.
- A licence transfer fee of \$200 applies.

Licence fees will be paid according to the type of activity and may be annual or at a frequency agreed with the licensee.

### **How to Apply?**

To apply for a licence, please:

- Ensure you understand and are prepared to comply with the licence 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
- Complete the application checklist (see page 14)
- 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 posting, emailing or faxing this application form to the Tourism Services Officer, all proposed licence holders agree that if a licence is issued, they and their staff and agents will act in accordance with all of its licence conditions. All information will be treated in strict confidence.

### **Need More Information?**

The Manager of Park Operations and Visitor Services for Uluru-Kata Tjuta National Park can be contacted on 08 8956 1101 or by e-mailing: [uluru.permits@environment.gov.au](mailto:uluru.permits@environment.gov.au)

Web: [www.environment.gov.au/parks/uluru/](http://www.environment.gov.au/parks/uluru/)

The EPBC Act and Regulations can be viewed at <http://www.environment.gov.au/epbc/> or purchased from CANPRINT by telephoning 1300 656 863.

Individuals and other commercial entities (e.g. companies and associations) wishing to conduct commercial



**Australian Government**  
**Director of National Parks**



activities in the park, including commercial tours, need to have a permit or licence issued by the Director. The Director may issue a licence only if:

- the activity is consistent with:
  - 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
- all the licence holder's tour guides who will lead tours in Uluru-Kata Tjuta have successfully completed the Uluru-Kata Tjuta Knowledge for Tour Guides course.

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



**TOURISM LICENCE APPLICATION FORM**  
**APPLICANT & ACTIVITY DETAILS**

**Name of proposed licence holder:**  
*(individual(s), partnership, company, association or other commercial entity)*

\_\_\_\_\_

**Trading name(s):**

trading name 1 \_\_\_\_\_

trading name 2 \_\_\_\_\_

trading name 3 \_\_\_\_\_

**Business details:**

postal address \_\_\_\_\_ town/city \_\_\_\_\_

state \_\_\_\_\_ postcode \_\_\_\_\_ country \_\_\_\_\_

telephone number \_\_\_\_\_ fax number \_\_\_\_\_

business e-mail \_\_\_\_\_

web-site \_\_\_\_\_

ABN \_\_\_\_\_ state of business registration \_\_\_\_\_ business name registration # \_\_\_\_\_

**Details of primary contact person for the proposed licence holder:**

name \_\_\_\_\_ position title \_\_\_\_\_

business address \_\_\_\_\_

state \_\_\_\_\_ postcode \_\_\_\_\_ Country \_\_\_\_\_

telephone number \_\_\_\_\_ fax number \_\_\_\_\_

e-mail \_\_\_\_\_

**Licence activity you are applying for:** *(note: a separate application is required for each activity)*

New activity

Please describe:  
 \_\_\_\_\_

**Is this an Indigenous owned and operated business?** YES / NO (circle one)

**Length of licence applied for:** *(note: standard licence term is 5 years)*

5 years  other  .....years



**SELECTION CRITERIA**

**Address all selection criteria and attach any documentation to support your claims**

**SECTION A: APPROVALS AND OTHER COMPULSORY CRITERIA**

**1. Consistency with current planning documents**

Activities must be consistent with the Uluru-Kata Tjuta National Park Management Plan 2010-2020 aims for visitor management and park use and any tourism plans for the park.

- a) Please provide a description of your business and the visitor experiences that would be offered under this licence (eg: sample itinerary, product description, frequency, pax, months of operation, target market).

**2. Environmental impact assessment (for NEW ACTIVITIES only)**

Some activities unless previously approved, may require environmental impact assessment by the park and other activities may require assessment and approval by the Minister under the EPBC Act. For further guidance refer to section 8.5 of the Uluru-Kata Tjuta National Park Management Plan 2010-2020.

- a) Has an Environmental Impact Assessment been carried out in accordance with the park's management plan:

Yes       No       N/A       Unsure

**3. Approval by Board of Management and/or Relevant Aboriginal Owners (for NEW ACTIVITIES only)**

For new types of commercial tourism activities or significant changes to existing approved licensed activities, relevant Aboriginal Owners and/or the Board of Management may need to be consulted for approval.

Yes       No       N/A       Unsure

**4. Insurance, tour guide training and accreditation**

- a) **Insurance** - the Director of National Parks requires \$20 million in public liability insurance for all commercial tourism operations. A certificate of currency is required.

***Is \$20 million in Public Liability Insurance in place for the activity?  
(attach certificate of currency)***

**Yes       No**



- b) **Tour Guide Training** - It is compulsory for all tour guides working in Uluru-Kata Tjuta National Park to have successfully completed the Knowledge for Tour Guides course delivered by Charles Darwin University.

***Have tour guides completed the Uluru-Kata Tjuta Knowledge for Tour Guides?***

Yes  No

(Please list the names of all tour guides involved in the proposed activity on p.9)

- c) **First Aid Certificates** - the minimum for tour guides is Level 2 Senior First Aid certificate or equivalent.

***Do tour guides hold current Level 2 Senior First Aid certificate or equivalent?***

Yes  No

- d) **Accreditation** - Applicants are required to hold tourism accreditation through a recognised program to be issued with a tourism licence. Accreditation must be maintained for the duration of the licence. A copy of the accreditation certificate must be provided with the application, or evidence that the applicant is currently involved in seeking accreditation.

***Accreditations held by applicant - please tick (attach copy):***

ATAP  ROC  Eco Certification  Level: \_\_\_\_\_

OTHER: \_\_\_\_\_ Expiry date: \_\_\_\_\_

- e) **Do you have current commercial vehicle licences** – as administered by NT/State Governments)

Yes  No  N/A



**SECTION B: SCORED CRITERIA OUT OF 100 POINTS. A MINIMUM OF 80 POINTS IS REQUIRED TO BE ELIGIBLE FOR A LICENCE.**

**QUALITY OF BUSINESS, PRODUCT AND STAFF (70 points in total)**

**1. Quality - A high standard of business operation including customer service must be demonstrated. (15 points)**

- a) Please describe your history of carrying out this activity or related activity and how you maintain high standards. For NEW ACTIVITIES only, provide a business plan demonstrating financial viability.

- b) Please provide details of how you will provide quality customer service (examples include customer service charter, policies, training and procedures):

- c) Please list any tourism awards, Trip Advisor certificates, industry involvement and industry memberships (eg TCA):

**2. Environmental sustainability for the activity (10 points)**

- a) Please describe the environmentally sustainable initiatives and practices you will put in place for this licence activity:

**3. Risk management and visitor safety (15 points)**

A high standard of risk management and visitor safety is required. For visitors this includes incident management, reasonable supervision, considerations of differing levels of fitness, experience and abilities, supply of sufficient water for participation in activities etc.

- a) Please attach a Risk Management Plan and emergency procedures for the licence activity.



**4. Professionalism of staff involved in the activity including training and qualifications (15 points)**

Professionalism of staff carrying out the proposed activity must be demonstrated. Where appropriate this may include the Australian Qualifications Framework in fields such as Tourism and Hospitality, Outdoor Recreation and Natural Resource Management.

a) Please describe the experience and skills you require to employ someone for the proposed activity:

b) Please provide details about any additional qualifications you require (**not** the compulsory requirements covered in Part A, first aid, licences and *Uluru Knowledge for Tour Guides* etc.):

c) Please provide details about training (internal and external) provided to the personnel carrying out this activity:

**5. Quality of Equipment (15 points)**

The equipment that will be used to carry out the proposed activity must be professional and of a high standard. Photos can be included to support your answers. Describe:

a) Vehicles and maintenance schedule (provide vehicle specifications on page 10)

b) Any other equipment for the activity

c) List the safety equipment you will use for the activity (eg; communications, first aid kits).



**BENEFIT TO AND ENGAGEMENT WITH TRADITIONAL OWNERS (to be completed by non-Indigenous owned and operated businesses) (30 points in total)**

**1. Demonstrated experience in business relationships with and/or employment and training Indigenous people including working in mutually beneficial arrangements. (15 points)**

- a) Please describe your experience in developing mutually beneficial relationships with Indigenous businesses/organisations, and/or employment and training including history of these activities in the park or elsewhere:

- b) Please describe any proposals for joint venture arrangements or other partnerships with Indigenous businesses/people for this activity:

**2. Commitment to providing employment, training and or in-kind support to relevant traditional owners.** For example; school work experience, apprenticeships, employment and support for community organisations and events. **(15 points)**

- a) Describe your commitment to provide work experience/on the job training to local traditional owners. Minimum expected is to offer at least five days of relevant work experience and training each year:

- b) Describe your commitment to traditional owner employment. The minimum expected is to always notify Indigenous Associations/Corporations in the park of any suitable job vacancies.

- c) Describe your commitment to support Indigenous owned businesses in the park and/or community organisations and events. Examples are sub-contracting, purchasing, promoting and/or in-kind or sponsorship support for community organisations and events.

**OPTIONAL:**

Attach written references to support your application (e.g. from industry, traditional owners) and/or customer testimonials.









### VEHICLE STICKERS AND PAYMENT

**VEHICLE STICKERS**

How many Uluru-Kata Tjuta National Park tour operator vehicle stickers will be required?

**Note: If your company trades under a variety of names, please list the required number of vehicle stickers for each trading name:**

	Trading Names (If more space is required, attach a separate list.)	Vehicle	# of stickers
trading name 1	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
trading name 2	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
trading name 3	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

**APPLICATION FEE PAYMENT DETAILS\***

**Please complete the following details:**

Tick one:                                      Mastercard                                       Visa                                       Bank Cheque

card holder's name                                       credit card number

expiry date  /                                       cardholder signature

today's date  /  /                                       amount AU\$

\*Note: Payment of licence fees is prior to the commencement of the licenced activity as an upfront fee or prior to each visit.

**Official Use Only**

Credit Card or Bank Cheque?	Date Bank Cheque was handed over to Business Support	Date of charge	Invoice generated?	Stickers generated?
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>



### APPLICATION CHECKLIST

**Use the checklist below to ensure your application meets all the necessary requirements for applying for a tourism licence in Uluru-Kata Tjuta National Park. (Please tick box as appropriate.)**

**YES      NO**

Does the proposed licence holder have current public liability insurance cover of \$20 million in respect of each and every claim?

Will the public liability insurance cover all of the proposed activities in the park?

Will all staff, including all employees, contractors, volunteers and other agents conducting the proposed activity be covered by the public liability insurance?

Is a copy of the certificate of currency for the policy of public liability insurance held by the proposed permit-holder attached to this application?

Is evidence of accreditation attached?

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:

Web address: \_\_\_\_\_

Are the details of all the tour guides you employed or contracted to lead tours in Uluru-Kata Tjuta National Park completed?

Are the details and registration numbers of vehicles to be used for the proposed activity completed?

Has all supporting evidence listed in the selection criteria been attached?

Have all the questions on this application form been completed?

Has the agreement on this application form been read, signed and witnessed?

Has the declaration on this application form been read, signed and witnessed?

Have payment details for the application fee been provided (see page 13)

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



**AGREEMENT**

THIS DEED made the  day of  20

WITNESS as follows:

In consideration of the licence issued to the licensee, the licensee 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 licensee 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 licensee in the course of the licensed 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 licence conditions by the licensee or the licensee's staff; or
  - (ii) an act or omission involving fault on the part of the licensee or the licensee's staff in carrying on the licensed activity,
 except to the 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) take all reasonable steps to ensure that the licensee, the licensee's staff and the licensee's clients comply with the conditions subject to which the licence is issued; and
- d) provide information about the licensed 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 licensee unless legally required to do so.*

Proposed licence holder's name

*This agreement is to be signed by the proposed licence holder, or if the proposed licence holder is a company or other commercial entity, by its duly authorised officer.*

Signed  Date  /  /20

In the presence of  (witness's name)

*The witness must be at least 18 years of age.*

Signed  Date  /  /20



**DECLARATION**

I, , the applicant for this licence, declare that the information in application is correct to the best of my knowledge AND that none of the proposed licence holders have been convicted<sup>1</sup> 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 6<sup>2</sup> of the *Crimes Act 1914* or sections 11.1, 11.4 or 11.5<sup>3</sup> 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 cannot make this declaration because a proposed licence holder has been convicted of, or is subject to proceedings for a relevant type of offence please contact the Park Operations & Visitor Services Section, Uluru-Kata Tjuta National Park, for further advice. These matters do not exclude a licence being issued but can be taken into account.

Signed  Date  /  /20

In the presence of  (witness's name)

*The witness must be at least 18 years of age.*

Witness Signed  Date  /  /20

*Send this application to:*

**Uluru-Kata Tjuta National Park**  
**Park Operations and Visitor Services**  
 ✉ [Uluru.permits@environment.gov.au](mailto:Uluru.permits@environment.gov.au)  
 ✉ PO Box 119, Yulara NT 0872  
 ☎ + 61 8 8956 1101 Fax: + 61 8 8956 2657

*Providing your application is approved, how would you prefer to receive the licence documentation?*

Mail:  Email:

<sup>1</sup> 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.

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

<sup>3</sup> 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.



<b>OFFICIAL USE ONLY</b>			
Licence Number			
ABN verification	<input type="checkbox"/>	Other evidence attached?	<input type="checkbox"/>
Tracking sheet updated	<input type="checkbox"/>	Compliance check	<input type="checkbox"/>
CTO database updated	<input type="checkbox"/>	Letter generated	<input type="checkbox"/>
Evidence of accreditation attached?	<input type="checkbox"/>	Licence generated	<input type="checkbox"/>
<i>Comments:</i>			