



## CROWN LANDS ACT 1976

### APPLICATION TO HOLD AN EVENT ON CROWN LAND

**IMPORTANT INFORMATION**

- If adequate information is not provided this application may be delayed or declined.
- If insufficient space is provided please attach a separate page.

Office Use Only
Doc ONE ID: .....
Folder ID: .....
CLAIMS: .....

**\*Mandatory fields**

**1. Details about any Lease/Licence that exists on the Crown land (if known)**

Lease/Licence Number:	File Number:
Date on which the current lease/licence will expire:	

**2. Details about the Crown land where the event is to be held**

Property Identification Number (PID)*:
Title Reference:
Municipality*:
Address*:
Post Code:

**3. Who should be contacted about this request? (Note that the preferred method of contact is via email).**

Name*:
Organisation:
Position Title:
Daytime contact number:
Email Address:
Postal Address*:
Post Code:

**4. Details about the Event\***

When is the event to be held*:	Start Date:	End Date:	
Start and Finishing Times each day*:	Date:	Start time	Finish time
	Date:	Start time	Finish time
	Date:	Start time	Finish time
	Date:	Start time	Finish time
	Date:	Start time	Finish time
	Date:	Start time	Finish time
	Date:	Start time	Finish time
About how many people will be attending*:			
Is this a public event or a private event*:			
Describe what is to happen at the event*:			

<p>What level of Public Liability Insurance is to be obtained for the event*:</p> <p>Note - The standard PL insurance required by Government is \$20 million. If the level of insurance is different from \$20M, you must demonstrate through a self risk assessment (and provide evidence) why a different level of insurance should be accepted (see also <i>Crown land – Public Liability Insurance Requirements</i>).</p>	<p>Level is \$</p>
<p>Other special insurances required for the event (ie example car racing, dune racing):</p>	<p>Level is \$</p>

If there is a deadline that is important to you, write the date here .....

Explain why the deadline is important:

**4. The following information MUST be provided.**

- (a) An explanation about what you want to achieve by making this application.
- (b) Maps/diagrams showing exactly where you want to hold the event on Crown land.
- (c) Copies of any permits relevant to the event – for example Council approval, Police, neighbouring landowners, Marine & Safety Tasmania.
- (d) A Safety Management Plan and Risk Assessment.
- (e) A plan detailing how the Crown land will be returned to a neat and tidy condition.
- (f) Copies of public liability insurance.

**Basic conditions that apply to all events**

- The event must not adversely affect the enjoyment of other users.
- Approval does not give exclusive use of the Crown land.
- Rubbish must be removed to an approved waste disposal area.
- Fires will not be lit. Trees will not be trimmed.

**Privacy Statement**

*Personal information is collected for the purpose of processing, assessing and determining this application and may be disclosed to local government, Forestry Tasmania, Mineral Resources Tasmania, adjoining landowners, agents of the Property Services, law enforcement agencies, courts and other organisations authorised to collect it. It may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. It is managed in accordance with the Right to Information and may be accessed by the individual to whom it relates on request to the Department of Primary Industries, Parks, Water & Environment. A fee may be charged for this service.*

**Contact Details**

**Property Services**  
GPO Box 44, Hobart TAS 7001  
Fax : (03) 6173 0226

Property Services Message Service (03) 6169 9015  
(leave message and calls are returned within two business days)  
Email [PropertyServices@parks.tas.gov.au](mailto:PropertyServices@parks.tas.gov.au)  
[www.parks.tas.gov.au](http://www.parks.tas.gov.au) /ps