



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



# Norfolk Island National Park

Phone: 0011 6723 22695

## Permit application form for commercial tours

Please contact the park office at the phone number shown above to obtain further details.

You will need to provide a signed copy of the Permit Conditions and Indemnity with your application.

Please supply the following information if you are applying for a permit to conduct commercial tours in a Commonwealth park or reserve, under Regulation 12.06(2) or 12.09(1) of the EPBC Regulations, and in accordance with subsection 354(1) of the EPBC Act.

### **PART A – Details of applicant and proposed permit holder(s)**

#### **A1. Proposed permit holder(s)**

Include the name of each individual or group (company, partnership or association) to whom the permit would be issued. In the case of a company, partnership or association, include:

- full names of all directors, partners or committee members;
- Norfolk Island or Australian Business Number;
- any business or trading name used in the conduct of the activity for which a permit is sought;
- whether any such business or trading name is registered;
- if so, the State/Territory of registration and registration numbers.

In the case of an individual(s), include the full name of each person to whom the permit is to be issued.

#### **A2. Contact details**

Include business address, postal address, telephone, fax and email of each proposed permit holder.

**A3. Applicant (if different from proposed permit holder(s))**

Include full name, address, postal address, telephone, fax and email.

**A4. Experience and/or qualifications of each proposed permit holder in conducting commercial tours in parks or reserves.**

**A5. Briefly outline the training programs provided by your company to tour staff**

**A6. Declaration regarding offences**

The applicant declares that I

- have been convicted of / have not been convicted of
  - am subject to proceedings for / am not subject to proceedings for
- an offence under:

- a. a law of the Commonwealth or a State or Territory about the protection, conservation or management of native species or ecological communities;
- b. section 6, 7 or 7A, or subsection 86(1), of the Crimes Act 1914 (Commonwealth) <sup>1</sup> or sections 11.1, 11.4 or 11.5 of the Criminal Code (Commonwealth) <sup>2,3</sup> in relation to an offence under a law mentioned in (a) above; or
- c. a provision of a law of a State or Territory that is equivalent to a provision mentioned in (b) above.

*Delete the parts of the declaration that do not apply to you, and refer to the notes below.*

1 The applicant is taken to have been convicted of an offence if, within 5 years before the application is made, the applicant:

- 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 applicant for another offence.

2 Section 6 of the Crimes Act 1914 deals with being an accessory after the fact. Sections 7 and 7A and subsection 86(1) of the Crimes Act 1914 and 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.

3 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.

## **PART B – Description of the activity**

### **B1. Briefly describe the activity and its objective(s) or purpose(s)**

### **B2. Permit reference number**

Have you previously held a permit to conduct this activity in this park or reserve? If so, please write the reference number from that permit and the date of expiry.

### **B3. When, how often and for how long is the activity proposed to be taken?**

Include number of visits to this park or reserve anticipated during the permit period, and usual length of stay in the park or reserve.

### **B4. Vehicles and/or vessels to be used**

Include registration number, type, size and carrying capacity.

### **B5. Minimal impact**

Describe what steps will be taken to ensure that all permit holders and other people authorised under this permit will comply with the EPBC Regulations, and what steps will be taken to minimise adverse impacts on any native species or ecological community.

### **B6. Other approvals or permits**

Provide details of any other approvals, permits or licences relating to this activity that you are applying for or have obtained, under Commonwealth or Territory legislation.

## **PART C – Details specific to commercial tours in Commonwealth reserves**

### **C1. Public Liability Insurance (minimum \$10 million)**

Applicants must provide documentary evidence that they hold sufficient Public Liability Insurance in a current policy. A permit cannot be issued until such evidence is forwarded. A Certificate of Currency will be provided by all reputable insurance companies.

Amount of cover:

Insurer:

Expiry Date:

*Should your insurance cover expire during the term of the tour permit, please provide proof of*

*continued insurance cover within 14 days.*

**C2. If you held a permit for this activity for the previous twelve months, state the number of visitors carried into the park on tour for each month in the twelve month period.**

\_\_\_\_\_ Adults \_\_\_\_\_ Children

**C3. Impacts on native species**

To the best of your knowledge, will the action

- result in the death or injury of native species; YES / NO

- involve taking, trading, keeping or moving native species; YES / NO

or

- result in damage to or destruction of the nests or dwelling place of native species. YES / NO

If you answered YES to one or more of the above questions, provide details of how the action will affect native species, including how many will be affected.

**PART D – Details specific to commercial tours in Norfolk Island National Park**

**D1. List all destinations and activities within the park which you propose to offer to tour clients.**

**Declaration**

Please complete the application form, then read carefully and sign the following declaration.

I, \_\_\_\_\_ (*full name*), declare that the information contained in this application is correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Attachments**

**Please tick to indicate that you have included the following material with your application**

\_\_\_\_\_ Copy of the Permit Conditions and Indemnity signed, witnessed and dated.

\_\_\_\_ Copy of Public Liability Insurance Policy or Certificate of Currency (minimum \$10 million)

\_\_\_\_ One copy of all current printed promotional material - pamphlets, brochures, tour guides, AND submit any proposed promotional material for approval prior to going to print.

**Send this application to**

Norfolk Island National Park  
PO Box 310  
Norfolk Island 2899  
Fax +6723 22695

If the person completing this form is or is representing, a small business (ie. a business having less than 20 employees), please provide an estimate of the time taken to complete this form. Please include:

- the time actually spent reading the instructions, working on the questions and obtaining the information; and
- the time spent by all employees in collecting and providing this information.

\_\_\_\_\_ **Hours** \_\_\_\_\_ **Minutes**