

• Guidelines

Effective 1 July 2025

Events

KEY POINTS

- In accordance with the Trust's determination under Regulation 26(1) of the Wellington Park Regulations 2019, events or group activities in Wellington Park that are advertised and open to the public require a permit from the Trust.
- Event applications should be lodged at least 2 months before the proposed date of the event.
- Applications must be accompanied by evidence of Public Liability Insurance.
- Separate approval is required to film events and/or to fly a drone/Remotely Piloted Aircraft.
- If an event is for profit, applicants must hold a current commercial operator licence under section 31 of the *Wellington Park Act 1993*.

PURPOSE

This document sets out the Wellington Park Management Trust's guidelines for issuing permits for events in Wellington Park run by external organisations. This has been determined to ensure that events held in Wellington Park assist, where possible, in promoting community awareness, understanding and support for natural, cultural and heritage conservation and management in the Park, without compromising on any of the values for which Wellington Park was set aside.

BACKGROUND

Wellington Park was established under the *Wellington Park Act 1993*, and is governed by its own set of rules and regulations.

Public events in Wellington Park can make a significant contribution towards raising awareness of conservation issues and promoting an appreciation of the Park's values and the Trust's management objectives. As such, the Trust supports the execution of visitor events, cultural festivals, or other celebrations which promote the values of Wellington Park, emphasise interaction between people and the natural setting, and are

consistent with the objectives of the Management Plan.

However, the Trust also needs to ensure that these events are run safely, do not damage the environment, exacerbate current visitor pressures, disrupt or conflict with the enjoyment of other Park users, or encourage activities which are not permitted in the Park.

Event organisers have an overarching responsibility to ensure that their event messaging and activities are consistent with the protection of and respect for the Park's natural and cultural heritage values.

APPLICATION

These procedures apply to any events held in Wellington Park that are organised and run by external organisations which are advertised and open to the public. In accordance with the Trust's determination under Regulation 26(1) **some** events and group activities **do not** require a permit unless they involve an activity prohibited under another part of the *Wellington Park Regulations 2019*. This includes:

1. Events organised by an agency represented on the Trust.

2. Events organised by a commercial operator who holds a valid licence issued under section 31 of the *Wellington Park Act 1993*.
3. Events and group activities where attendance is by invitation only (e.g. weddings).
4. Events for mountain bike riders that are wholly confined to the Glenorchy Mountain Bike Park.

Events which are exempt from permit requirements will still require separate approval if they are to be filmed and/or photographed for commercial purposes. Further information and an application form can be found on the [Commercial filming and photography](#) page on the Wellington Park website.

PLANNING AND LEGAL REQUIREMENTS

1. Wellington Park Management Plan 2013

Special events are allowable activities in all the management zones in the Park and do not require a permit from the local planning authority under the *Land Use Planning and Approvals Act 1993*, unless there is associated new infrastructure or the scale of use is such that it triggers a development application.

All events require the consent of the relevant Park management agency. Works associated with an event will require a Park Activity Assessment (PAA) **if** the event is considered likely to have an adverse impact on Park values. You will be advised if a PAA is required within one week of event application submission.

2. Commercial operator licence

Any person or organisation who wishes to run an event in the Park as part of a **profit-making business** must have a commercial operator's licence issued under section 31 of the *Wellington Park Act 1993* and will be required to pay any event fees specified in the licence. Organisations who also wish to run events in State Forests or Parks and Wildlife Service controlled land may

obtain a single licence through the PWS Commercial Visitor Service.

3. Exclusive use of areas in the Park

The Trust has no power under the *Wellington Park Act 1993* or Regulations to provide any person or organisation with exclusive use of any part of the Park for an event. However, the Trust can ensure an event runs safely by closing relevant roads, tracks and fire trails in the Park for the duration of the event. Closures are effected by signage erected by Authorised Officers in accordance with Regulations 10 and 16 of the *Wellington Park Regulations 2019*, or the Trust may authorise or direct the event organiser to erect no access signs under these regulations. Signs are to be in accordance with the approved designs in Part 4 of the Wellington Park Signage Manual 2014.

If a commercial event organiser requires Authorised Officers to assist with the event, a fee may be charged if it is provided for in their commercial operator's licence. Participation of Authorised Officers will be subject to the availability of willing Authorised Officers.

4. Permit under the *Wellington Park Regulations 2019*

Pursuant to Regulation 26(1) of the *Wellington Park Regulations 2019*, the Trust has determined that any events or group activities in Wellington Park held by organisations or individuals and which will be advertised and open to the public must not be carried out in Wellington Park except as authorised by a permit. As previously noted, some events have been excluded from this determination and therefore do not require a permit. However, any event or group activity exempt from requiring a permit under Regulation 26(1) will still require a permit if it includes activities prohibited under other regulations, such as placement of advisory signage in the Park, erection of structures, and vehicle access to fire trails.

Event applications that are assessed as having an unacceptable risk to Park values or visitor safety

will be refused. In this case the applicant will be advised of the refusal and the reasons for the refusal in accordance with Regulation 34 of the *Wellington Park Regulations 2019*. It should be noted that an application for a permit for an individual event may be refused even though the applicant holds a Licence to run events in the Park under section 31 of the *Wellington Park Act 1993*. Applicants for a permit for an event must pay the application fee specified in Schedule 1 of the regulations. This fee may be waived for events run by registered charities and other not for profit organisations at the discretion of the Trust.

EVENT APPLICATIONS

Event organisers wishing to run an event in the Park will need to complete the application form on the [Wellington Park website](#). The application must include:

- The date(s) of the event including days to set up and dismantle event related works.
- Anticipated number of attendees including participants and spectators.
- The Work Health and Safety measures for the event, including any security proposed for crowd management, inductions, reporting of incidents.
- Details of any structures and equipment proposed for the event, such as marquees, start and finish posts, toilets, seats, fencing, rubbish bins, direction signs, generators etc.
- Details of any food and drink that will be provided as part of the event.
- Proposed waste management.
- Details of any modifications to Park infrastructure or natural features required for the event.
- Advisory signage that will be placed in the Park before the event to advise Park users of the event.
- Details of any areas, tracks or fire trails that will be required for the event and if other Park users need to be excluded during the event, including when closure will be required.

- Transport and parking requirements for participants and spectators.
- Vehicle access requirements before, during and after the event including the number and types of vehicles.
- Whether the event will be filmed, by whom, and if it is proposed to use a drone/RPA for filming or other purposes during the event.

Event applications must be received at least 2 months before the event. Following an assessment of the application the Trust Manager will determine if a Park Activity Assessment is required.

APPLICATION FEES

Event permits under the *Wellington Park Regulations 2019* are subject to an application fee as set out in Schedule 1 of the Regulations. This fee may be waived for events run by registered charities and other not for profit organisations at the discretion of the Trust. Fees must be paid before an event permit will be issued.

If your event is subject to a Commercial Operator Licence you may be required to cover any costs incurred by the Trust or Park management agencies in assisting with your event.

FEE SCHEDULE

For minor applications that don't require assessment against the Wellington Park Management Plan	\$191
For applications that require assessment against the Wellington Park Management Plan	\$382
For applications that require assessment against the Wellington Park Management Plan AND a permit under the <i>Land Use Planning and Assessment Act 1993</i>	\$955

EVENT ORGANISER'S RESPONSIBILITIES

Event organisers will be responsible for:

- Filling in and submitting the online event permit application form unless the event is exempt
- Applying for other permits if any activities associated with the event are prohibited under the *Wellington Park Regulations 2019*.
- Preparing a Park Activity Assessment, if required.
- Erecting advisory, warning and track closure signage (if required) in accordance with a permit from the Trust. Advisory signs must be in place at least a week before the event.
- Paying any fees required by the Trust.
- Ensuring the event is run safely.
- Ensuring there is no adverse impact on Park values.

Waste Management:

Event organisers will be responsible for waste management during their event. This includes:

- Providing adequate toilet facilities for event participants and spectators.
- Ensuring all material imported into the Park is removed at the conclusion of the event or as specified in the permit.
- Cleaning up and removing all litter and rubbish generated by event participants and spectators.

To minimise waste the Trust requires that recyclable and/or compostable materials are used where possible.

THE TRUST'S RESPONSIBILITIES

The Trust will be responsible for:

- Processing event applications and PAAs within 3 weeks of receipt.
- Posting a notice of the event on the Wellington Park website including any track or trail closures.

SUPPORTING DOCUMENTATION

In addition to the online form, further documentation may be required to support your event permit application, such as:

- Event plans and/or safety management plans.
- Evidence of Public Liability insurance for at least \$20 000 000 that will be current at the time of the event.
- If you intend to film or photograph the event and/or fly a drone, evidence of separate approval will be required. Visit the [Commercial filming and photography](#) page on the Wellington Park website for more information and to apply.
- Supporting documentation for the application can be emailed to info@wellingtonpark.org.au.

VARIATION

The Trust reserves the right to review, vary or revoke these guidelines at any time.