



**Wellington Park**  
Management Trust

**DETERMINATION UNDER REGULATION 26 OF THE WELLINGTON PARK REGULATIONS 2019**

The Wellington Park Management Trust (the Trust), established under section 9 of the *Wellington Park Act 1993* and acting pursuant Regulation 26(1) of the *Wellington Park Regulations 2019*, hereby determines 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.

The following events are exempt from requiring a permit:

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 (eg weddings).
4. Events for mountain bike riders that are wholly confined to the Glenorchy Mountain Bike Park as shown on Map 2c of the Wellington Park Management Plan 2013.

An exempt event may still require a permit if it includes any activities prohibited under the *Wellington Park Regulations 2019*. Please check with the Manager, Wellington Park Management Trust at: [info@wellingtonpark.org.au](mailto:info@wellingtonpark.org.au)

Any person or organisation wishing to apply for a permit for an event must fill out the attached Event/Group Activity Application Form and submit it to the Manager, Wellington Park Management Trust at: [info@wellingtonpark.org.au](mailto:info@wellingtonpark.org.au)

Dated this ninth day of April 2019

Signed Chairperson:

(Dr Christine Mucha)

For and on behalf of the Wellington Park Management Trust



# Event Application and Approval Procedures

## 1 Purpose

This document sets out the Wellington Park Management Trust's procedure for issuing permits for events in Wellington Park run by external organisations.

## 2 Background

From time to time the Trust receives requests from external organisations to hold events in Wellington Park. The Wellington Park Management Plan 2013 notes that:

"A number of annual sporting events have a focus in the Park and attract significant numbers of participants. Among the most popular are the 'Point to Pinnacle' (a walk and run from Wrest Point to the Pinnacle) and the 'Three Peaks Race'. Numerous other smaller scale events such as mountain bike races and orienteering occur throughout the year. Art and cultural events also occur, either organised privately or with the support of the Trust and/or the relevant land manager e.g. Bushland Adventures Program facilitated by the Hobart City Council."

"Some of these events require a permit from the Trust, however many occur as legitimate free public use of the Park. Approval for events requiring a permit is dependent on the nature of the activity and likely impacts on the environmental, cultural and social values of the Park."

One of the actions in section 7.5.1 (Promoting Visitation) of the Management Plan is to:

"Support visitor events, cultural festivals or other celebrations that: promote Wellington Park; emphasise interaction between people and the natural setting; and are consistent with the objectives of this Management Plan."

The Trust needs to ensure that these events are run safely and with minimal disruption to other Park users.

The Trust, in accordance with Regulation 26(1) of the *Wellington Park Regulations 2019*, 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.

## 3 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) the following events and group activities do not require a permit unless they involve an activity prohibited under another part of the *Wellington Park Regulations 2019*.

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 as shown on Map 2c of the Wellington Park Management Plan 2013.



## Event Application and Approval Procedures

### 4 Planning and legal requirements

#### 4.1 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 if the checklist in Appendix 3B of the Management Plan indicates that the event may have an adverse impact on Park values.

#### 4.2 Commercial operator's 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.

Section 8.5.2 of the Wellington Park Management Plan 2013 also notes that: "Subject to the determination of the Trust and any conditions which the Trust may impose, a licence for itinerant vendors within the Park may be approved for public or commercial events of less than 7 days, but only for the duration of the event".

#### 4.3 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.

#### 4.4 Permit under the *Wellington Park Regulations 2019*

A permit is required for any activities prohibited 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 noted in section 3 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 Application and Approval Procedures

If an event is likely to have an impact on Park values (as determined through use of the checklist in Appendix 3B of the Management Plan), the event organiser will be required to submit a Park Activity Assessment (PAA) in order to obtain a permit. The Trust Manager will confirm if a PAA is required for a particular event and provide the event organiser with the appropriate form.

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.

### 5 Event Applications

Event organisers wishing to run an event in the Park will need to provide:

- The date(s) of the event including days to set up and dismantle event related works.
- Anticipated number of attendees including participants and spectators.
- Evidence of Public Liability insurance for at least \$10,000,000 that will be current at the time of the event.
- 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 ( see section 6.1)
- 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 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.

An event application form is attached to these approval procedures.



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## Event Application and Approval Procedures

### 6 Event organiser's responsibilities

Event organisers will be responsible for:

- Filling in and submitting the attached 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.

#### 6.1 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.

### 7 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.

### 8 Variation of Procedure

The Trust reserves the right to review, vary or revoke this procedure at any time.

Approved by Wellington Park Management Trust Chairperson on: 9 April 2019

Procedure to be reviewed by: September 2021

Dr Christine Mucha

**Trust Chairperson**

Attachment: Event Application Form

# EVENT/GROUP ACTIVITY APPLICATION FORM



In accordance with the Trust's determination under regulation 26 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.

Please fill out this form if you intend to organise an event or group activity in Wellington Park which will be advertised and open to the public.

Event permit applications should be lodged at least 2 months before the proposed date of the event.

If your event is for profit you must hold a commercial operator's licence under section 31 of the *Wellington Park Act 1993*. If you already hold a commercial operator's licence for events in the Park you are only required to apply for an event permit if it is a condition of your licence.

You must have public liability insurance for the event/group activity.

Event/Group Activity Description	
Proposed event name:	
Description of proposed event:	
Location / route:	
Reason for location / route selection:	
Is the location / route negotiable:	
Proposed date(s) and time(s) (including days to set up and dismantle event related works)	
Event/Group Activity Contact Person	
Name	
Postal address	
Postcode	
Phone No:	
Mobile No:	
Email:	
Organising Body Business Details (if relevant)	
Business Name	
Company Name (if relevant):	
ABN:	
Business address:	
Business phone number:	

<b>Event/Group Activity Details</b>	
Expected numbers attending: (maximum number of people, vehicles, bicycles as relevant)	
Will numbers be limited? If so how?	
Sites and facilities to be used: (e.g. parking spaces for 10 vehicles, toilets, shelters, tracks, fire trails)	
Organiser vehicle access requirements before, during and after the event: (include number and type of vehicles)	
Temporary facilities or structures to be erected/provided: (e.g. tables, chairs, marquees, signage, barriers etc.)	
Will any Park infrastructure/ facilities or natural features need to be modified for the event?	
What impact will the event have on other Park visitors? How will these be minimised?	
Use of machinery and equipment: (e.g. generators)	
Is vehicle access to fire trails required?	
What environmental impacts (if any) will the event have? How will these be minimised?	
Will food and drink be provided to participants and/or spectators?	
How will waste be managed and disposed of?	
What measures will be taken to ensure the safety of participants, spectators and other Park visitors?	
Does your event require public access to be restricted for safety or other reasons? If so please specify where access needs to be restricted and for what period?	
List the skills/experience of event supervisors/marshals/guides to ensure the event is conducted safely.	

Applicant Details		
Applicants name:		
Applicants signature:		Date:

**IMPORTANT NOTES:**

- If you have an event management plan and/or safety management plan please include this with your application. This is a requirement for larger events or those likely to place participants or other Park visitors at risk.
- Please provide evidence of public liability insurance for the event with a limit of at least \$10,000,000.
- If your event is considered likely to have an impact on Park values you may be required to submit a Park Activity Assessment (PAA) in addition to this application form. You will be advised if a PAA is required with one week of submission of your event application.
- A permit is required for any activities prohibited under the *Wellington Park Regulations 2019*, such as; placement of advisory signage in the Park, erection of structures, and vehicle access to fire trails. If your event includes activities prohibited under other Regulations additional information may be required so that they can be included in your permit.
- Events/group activities considered to have an unacceptable risk to Park values, or unacceptable safety risks will not be approved. In this case you will be advised of the refusal and the reasons for the refusal. An application for a permit for an individual event may be refused even though you have a Licence to run events in the Park under section 31 of the *Wellington Park Act 1993*.
- If you intend to film the event and/or use a drone, a separate approval will be required. Please download the application forms from the Wellington Park Website: [www.Wellingtonpark.org.au](http://www.Wellingtonpark.org.au)
- The assistance of Authorised Officers of the Trust will be subject to their availability.

**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. If a fee is to be charged you will be sent an invoice. The fee must be paid before the event permit will be issued.
- If your event is subject to a Commercial Operator's Licence you may be required to cover any costs incurred by the Trust or Park management agencies in assisting with your event.

**EVENT ORGANISER'S RESPONSIBILITIES:**

Event organisers will be responsible for:

- Preparing a Park Activity Assessment, if required.
- Erecting advisory signage (approved by the Trust) to warn other Park users of the event. 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 negative impact on Park values except as allowed for in a permit issued under the Regulations.
- Ensuring there are 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. To minimise waste the Trust requires that recyclable and/or compostable materials are used where possible.
- Cleaning up and removing all litter and rubbish generated by event participants and spectators.

**Please attach any additional information:**

**Please Read Carefully:** The Trust retains the authority to reject any event application and also to apply conditions to any permit issued. **Allow 3 weeks for processing of applications.** .

**Permit Applications can be Posted, Faxed or E-mailed to:** Manager, Wellington Park Management Trust, GPO Box 503 Hobart TAS 7001; Ph: 03 6238 2176; Fax: 03 6234 9757; E-mail: [axel@wellingtonpark.org.au](mailto:axel@wellingtonpark.org.au)