

Event Permit Application

Race - 2021



This form must be used for the application of an event organising permit pursuant to Motorsport Australia National Competition Rule (NCR) 64 and must be lodged at least **one month prior** to the proposed date of competition, together with a draft of Supplementary Regulations, entry form and related fees.

Please note: this form must be emailed to Motorsport Australia Permits, permits@motorsport.org.au

Please ensure all sections are completed and signed where indicated.

Event Organiser Details

PROMOTER/

NAME OF CONTACT

ADDRESS

SUBURB

STATE

POSTCODE

EMAIL

MOBILE

PHONE

Event Details

EVENT TITLE

EVENT TYPE

CLUB

STATE

NATIONAL

You will be invoiced for payment by Motorsport Australia upon receipt of this application

EVENT LOCATION/VENUE

EVENT START DATE

—

—

EVENT END DATE

—

—

Event Documentation

I HAVE ATTACHED MY SUPPLEMENTARY REGULATIONS

YES

NO

ENTRY METHOD

I AM USING MOTORSPORT AUSTRALIA EVENT ENTRY

I AM USING MY OWN ENTRY FORM IN ACCORDANCE WITH NCR 29

Medical Response Plan

For all Circuit Events (Race), please ensure you reference and adhere to **Medical Response Plan A**. [Click Here](#) or go to motorsport.org.au to review **Medical Response Plan A**.

Submit your Medical Plan to permits@motorsport.org.au

Safety 1st Checklist for contractors at all events

This checklist is designed for **Race Meeting and Speed Event** only.

- If the event being organised engages any external contractors which are suppliers of goods or services (other than members of the organising club, or catering or fuel supplying persons/organisations where the use of such persons/organisations is a requirement by the venue management and the use of the venue is conditional on such services), it will be necessary to fill out the Contractors List. (Document No:Motorsport Australia SF2.1)
- On the day of the event please fill out the Contractor Checklist (Document No: SF2.2) for each contractor attending the Event.

For more information in regards to **individuals** and **organisations** and if they are considered contractors refer to Contractors List. This Checklist is non-exhaustive and should be used as a guide only.

Each Organiser has the responsibility to identify hazards and assess record, address and review them in accordance with the Motorsport Australia Risk Management Policy.

MOTORSPORT AUSTRALIA REGULATIONS AND PRELIMINARY REQUIREMENTS

PLANNING
YES/NO

OPERATIONAL
YES/NO
IF NO = TRA

- 1.1 Is the venue appropriately licensed or otherwise approved for the activity proposed by the relevant civil authorities?
- 1.2 Have all the entry forms for the competitors been checked to ensure they are completed and signed by the appropriate competitor and/or driver, and/or service/pit crews?
- 1.3 Have the Stewards of the Event been issued with all the relevant documentation for the event by the Organiser?

MOTORSPORT AUSTRALIA REGULATIONS AND PRELIMINARY REQUIREMENTS

YES/NO

YES/NO
IF NO = TRA

- 2.1 Does the event have an OH&S Policy?
- 2.2 Has the Organiser considered where it will be displayed at the event, so that it might be readily viewed?
- 2.3 Does the Organiser have plans to ensure all officials of the event are aware of the Policy?

OH&S CONSULTATION REQUIREMENTS

YES/NO

YES/NO
IF NO = TRA

- 3.1 Has the Organiser considered who will be the most appropriate person for the Stewards to speak with in regards to health and safety issues?
- 3.2 Has the Organiser made arrangements for specific meeting to be held with the Stewards/Organiser/Venue management before the event starts?
- 3.3 If health and safety issues arise, is there a process in place for these to be dealt with?

EMERGENCY PLANS

YES/NO

YES/NO
IF NO = TRA

- 4.1 Has a Medical Response Plan been lodged with Motorsport Australia?
- 4.2 Does this plan cover the public as well as competitors/crews/officials?
- 4.3 Are there arrangements for emergencies: fire/site evacuation?
- 4.4 Have all fire extinguishers to be used checked as being appropriate?

INCIDENT AND REPORTING

YES/NO

YES/NO
IF NO = TRA

- 5.1 Has the Organiser arranged to have adequate stocks of all relevant Motorsport Australia forms, including Accident Report Forms; Incident Report Forms; Injury Report Forms; TRA forms; TRA completion procedure?

SITE SUITABILITY

YES/NO

YES/NO
IF NO = TRA

- 6.1 Are Paddock and non-competition areas for competitors acceptable for the purpose?
- 6.2 Are spectator areas secure and acceptable for the purpose?
- 6.3 Are appropriate signs planned (design, location and erection) for 'way signs' such as Prohibited Area, Emergency Exit etc in spectator and competitors areas?

SITE INDUCTIONS/BRIEFINGS

YES/NO YES/NO
IF NO = TRA

7.1 Is there a site induction/briefing planned for officials and competitors/drivers/crew?

BUILDING SUITABILITY

YES/NO YES/NO
IF NO = TRA

8.1 Have all buildings being used been inspected by the organisers for suitability for the purpose?

FOOD AND CONTRACTORS

YES/NO YES/NO
IF NO = TRA

9.1 Is it proposed to dispense food at the event? If so, local council requirements may exist
(please refer to Motorsport Australia Website - Safety 1st for more information regarding food dispensing)

9.2 Is it proposed to use an 'outside' contractor to dispense or sell food?
IF AN OUTSIDE CONTRACTOR IS PROPOSED, PLEASE ALSO COMPLETE THE CONTRACTOR LIST (SF2.1) FOR EACH CONTRACTOR (Motorsport Australia Website - Safety 1st Contractor Checklist)

9.3 Are any other types of 'outside' contractors to be engaged by the event organiser.
IF AN OUTSIDE CONTRACTOR IS PROPOSED, PLEASE ALSO COMPLETE THE CONTRACTOR LIST (SF2.1) FOR EACH CONTRACTOR (Motorsport Australia Website - Safety 1st Contractor Checklist)

9.4 Has the event organiser made arrangements to be notified if non-event Contractors are entering the event?

OFFICIALS

YES/NO YES/NO
IF NO = TRA

10.1 Have all buildings being used been inspected by the organisers for suitability for the purpose?

MISCELLANEOUS

YES/NO YES/NO
IF NO = TRA

11.1 Will appropriate precautions be made for electrical equipment planned to be used by the organiser on the site?

TRAFFIC MANAGEMENT & VENUE SET UP/TEAR DOWN

YES/NO YES/NO
IF NO = TRA

12.1 Are there arrangements for the set up of the venue?

12.2 Are there arrangements for the arrival of competitors/public?

12.3 Are there arrangements for the departure of competitors/public?

12.4 Are there arrangements for the tear down of the venue?

Motorsport Passenger Ride Activity (MSPRA)

Will a MSPRA be conducted at the Event? Yes No

If yes, will the Event contain activities other than the MSPRA? Yes No

I confirm that I have read and understood the Motorsport Australia MSPRA Policy motorsport.org.au/regulations/safety-integrity/policies/passenger-activity and that each MSPRA will be conducted in accordance with that Policy.

Note: The Event Organiser must submit a request to Motorsport Australia to conduct an Activity at the Event that does not comply with, or which requires separate approval by Motorsport Australia, under the MSPRA Policy.

Application Statement

- I/we hereby apply for a permit to organise a meeting for the conduct of the sport of Automobilmism in the territory of the Motorsport Australia in accordance with the International Sporting Code of the Federation Internationale de l'Automobile (FIA) and the National Competition Rules of Motorsport Australia.
- I/we enclose the appropriate event permit fee with this application (or as otherwise indicated above).
- I/we undertake to comply with any conditions that Motorsport Australia may impose.
- I/we are responsible for ensuring that all officials of the event are appropriately accredited under the guidelines of the Motorsport Australia National Officiating Program.
- I/we acknowledge that Public Liability insurance for this event will be provided for by Motorsport Australia

NAME POSITION

SIGNED SIGN HERE DATE - -