

# Event Permit Application

## Speed and Non-Speed - 2022



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

**Please note:** this form must be emailed to Motorsport Australia Permits, [permits@motorsport.org.au](mailto:permits@motorsport.org.au)

Please ensure all sections are completed and signed where indicated.

This form is suitable for the following **Speed and Non-Speed** event types:

### Single Car

- Motorkhana/OST
- Khanacross/Driftkhana
- Burnout
- Hillclimb/Quarter Mile Sprint

### Multi Car

- Autocross/Rallycross Type 1
- Super Sprint
- Regularity
- Drift Battle and Team Drifting

## Event Organiser Details

### PROMOTER/

### NAME OF CONTACT

### ADDRESS

### SUBURB

### STATE

### POSTCODE

### EMAIL

### MOBILE

### PHONE

## Event Details

### EVENT TITLE

### EVENT TYPE

### EVENT LOCATION/VENUE

### EVENT START DATE

— —

### EVENT END DATE

— —

## Event Documentation

### I HAVE ATTACHED MY SUPPLEMENTARY REGULATIONS

YES

NO

Template available at [motorsport.org.au](http://motorsport.org.au)

### ENTRY METHOD

I AM USING MOTORSPORT AUSTRALIA EVENT ENTRY

I AM USING MY OWN ENTRY FORM IN ACCORDANCE WITH THE NCRS

### Medical Response Plan

#### 1. The Responsible Person for Activation of the Planned Medical Response

**NAME**

**POSITION**

**DURING THE EVENT, THE RESPONSIBLE PERSON WILL BE STATIONED AT**

In addition, the following personnel will be available to provide support:

**NAME (1)**

**POSITION (1)**

**NAME (2)**

**POSITION (2)**

**DURING THE EVENT, THE ABOVE PERSON/S WILL BE STATIONED AT**

#### 2. Venue Response Details (Speed Applicants only. Non-Speed skip to Step 4.)

The following conditions meet the current medical requirements for Speed Events that cover Club, Multi-Club, State and National\* events as outlined in the Motorsport Australia medical services/requirements in the current Motorsport Australia Manual.

- |   |     |    |
|---|-----|----|
| <b>A. Does the venue have a permanent or temporary building that is or can be used as a designated medical centre?</b>  | YES | NO |
| <b>B. (If NO to question A) Will the Patient Transport Vehicle (PTV) also act as the medical centre for this event?</b> | YES | NO |
| <b>C. Does the venue have mobile phone coverage?</b>  | YES | NO |
| <b>D. Will a mobile phone be used for emergency contact?</b>  | YES | NO |
| <b>E. At least one Patient Transport Vehicle (PTV) will be provided?</b>  | YES | NO |
| <b>F. Does the PTV have adequate space for at least one stretcher and adjacent attendant?</b>                           | YES | NO |

#### CLUB (Please tick)

- |  |     |    |
|--|-----|----|
| A. PTV fitted with the appropriate equipment for initial assessment and treatment of patients and their car during transport consistent with their competencies. | YES | NO |
| B. Have a crew of at least one (apart from the driver) first aid attendant qualified in basic life support competencies?   | YES | NO |

#### STATE AND NATIONAL\* (Please tick)

- |  |     |    |
|--|-----|----|
| A. Is the PTV equipped to the standard of an Ambulance?  | YES | NO |
| B. Does the event have a crew of medical professionals, with at least one member who has specialised skills in Advanced Life Support and on duty during any track activity?<br><i>An example of appropriate training would be the Authorisation by the relevant statutory authority to:</i> <ul style="list-style-type: none"> <li>• Act as an ambulance paramedic and to initiate Advanced life Support treatments and;</li> <li>• operate equipment commensurate with their competencies for initial assessment and treatment of patients</li> </ul> | YES | NO |
| C. Is the PTV authorised to transport patients on public roads under non-emergency conditions?   | YES | NO |
| D. Is the PTV suitable to be driven on the course during competition and will be driven by a skilled and experienced driver?   | YES | NO |

\*National Events are required to supply a Medical Plan A, as detailed in the [Medical Services/requirements section of the Motorsport Australia Manual](#)

### ALL EVENTS

The Location of the Medical Centre (if one exists)

The Location of the Patient Transport Vehicle

### 3. Communication (Speed Applicants only)

**The method of communication between the Clerk of the Course and the nominated person in charge of emergency medical services will be**

**The method of communication to the personnel staffing the Patient Transport Vehicle (if applicable) will be**

### 4. In the Event of an Incident in where Someone is Injured (Speed and Non-Speed Applicants)

The person identified above should:

- assess the extent of the injuries of those injured
- organise appropriate, immediate comfort and assistance to be provided to those injured; and
- take steps to activate further response, eg:
  - the casualty is taken to the local doctor by car;
  - the casualty is taken to the hospital by car;
  - an emergency call to “000” is made;
  - the local hospital is contacted;
  - a local doctor is contacted; and/or
  - an official travels to the nearest telephone to initiate an emergency call.

### 5. Emergency Information (Speed and Non-Speed Applicants)

The nearest hospital with Emergency Services is:

**NAME OF HOSPITAL**

**ADDRESS**

**SUBURB**

**STATE**

**POSTCODE**

**PHONE**

**EMERGENCY SERVICES TELEPHONE NUMBER**

000

**MOBILE PHONE SERVICE AT THIS VENUE IS ACTIVE**

YES

NO

**THE LOCATION OF THE NEAREST PHONE TO THIS VENUE IS**

### 6. Operation (Speed and Non-Speed Applicants)

When an incident occurs, the Clerk of the Course will make an assessment as to the requirement for medical attendance and will advise the Chief Medical Officer and/or Medical Services Manager accordingly.

Following initial assessment of the casualty, the Patient Transport Vehicle may be dispatched to the scene to provide further assistance. At this stage, further assistance may be requested from resources outside the venue (i.e. 000).

### Safety 1st Checklist for contractors at all events

This checklist is for **Race and Speed Events** only.

This checklist is designed to assist motorsport event organisers with planning and delivering safe and compliant motorsport events in accordance with Motorsport Australia Regulations, permit application and health and safety requirements.

The checklist is structured to address the following key stages of motorsport event delivery:

- **Pre-event** – this section identifies the areas that need to be addressed as a part of the planning process prior to running a motorsport event, it also aligns with the permit application minimum requirements.
- **Event delivery** – this section identifies the areas that need to be addressed during the event/as a part of the event delivery, specifically focusing on safety and compliance.
- **Post-event** – this section identifies the areas that need to be addressed after the event including the submission of completed compliance documentation and incident reports.

**Important note:** If any of the requirements outlined in this checklist have not been addressed at the relevant stage, a Targeted Risk Assessment (TRA) may be required to assess and mitigate specific risks associated with the requirements having not been addressed.

#### Pre-Event

Requirements	Complete		
Ensure that all local government, regulatory permits, certification, compliance and traffic management/transport requirements have been identified and are captured in the event planning arrangements.	Yes	No	
Develop a health and safety management plan for the event, refer to the <a href="#">Motorsport Australia Health and Safety Management Plan for Motorsport Activities and Events</a> for plan guidance.	Yes	No	
Develop a COVID safe plan or checklist for the event, refer to the <a href="#">Motorsport Australia Return to Race Event and Venue Plan</a> and the <a href="#">Return to Race</a> webpage for more information and resources.	Yes	No	
Develop a medical response plan for the event and ensure that appropriate resourcing provisions (people and facilities) are established to execute the plan effectively, refer to relevant Medical Response <a href="#">Plan A</a> , <a href="#">Plan B</a> or <a href="#">Plan C</a> template.	Yes	No	
Download and circulate the critical incident response procedures to relevant event stakeholders, refer to the <a href="#">Motorsport Australia Critical Incident Response Procedure</a> documents.	Yes	No	N/A
Ensure that all relevant contractors complete the contractor checklist and supply copies their certificates of insurance and risk assessments (where relevant), refer to the <a href="#">Motorsport Australia Safety First Contractor Checklist</a> .	Yes	No	N/A
Ensure that consultation forums/meetings between Stewards, event organisers, venue management and other relevant stakeholders are scheduled and commence prior to the event.	Yes	No	
Ensure that event critical plant and equipment such as recovery vehicles/equipment provisions are arranged and appropriate/sufficient for the event.	Yes	No	

## Event Delivery

Requirements	Complete		
	Yes	No	N/A
Ensure that buildings/temporary infrastructure is approved, fit for purpose and meets building compliance requirements including engineering verification/sign-off (where required).	Yes	No	N/A
Ensure that all contractors and third parties (including food vendors) have the appropriate approvals/licences and are conducting activities in accordance with risk assessments.	Yes	No	N/A
Ensure that induction/safety briefing arrangements are in place and conducted with officials, competitors and crews, staff/volunteers and other relevant stakeholders.	Yes	No	
Communicate the relevant health and safety requirements detailed in the health and safety plan to staff, volunteers/officials and other relevant stakeholders through the induction/safety briefing or other consultative method.	Yes	No	
Ensure that the health and safety management plan, COVID safe plan/checklist, medical response plan, critical incident response procedures and other relevant plans have been communicated to the relevant stakeholders and are readily accessible.	Yes	No	
Ensure COVID safe provisions including QR code, hygiene/sanitiser, physical distancing, signage, capacity limits, masks, checker/compliance person and other requirements are in place, effective and monitored/maintained.	Yes	No	
Complete a targeted risk assessment (TRA) for any hazards/risks that have not been addressed in the planning processes and there is a risk of an unwanted event such as incident, injury or noncompliance, refer to the <a href="#">Motorsport Australia TRA template</a> .	Yes	No	N/A
Ensure that emergency response provisions including fire equipment, first aid, medical facilities, evacuation protocols/locations and trained personnel are in place and effective/appropriate for the event.	Yes	No	
Ensure inspection/checking and monitoring activities occur throughout the event with a particular focus on high risk areas/activities, housekeeping, plant and equipment, temporary infrastructure, officials/public safety and compliance.	Yes	No	
Ensure all incidents are reported, documented using the relevant incident report form and escalated as required, refer to the relevant <a href="#">Motorsport Australia Fire Incident Report</a> and <a href="#">Incident Report</a> templates.	Yes	No	N/A

## 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](https://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.

### Permit Selection

SINGLE CAR EVENTS	CLUB	STATE	NATIONAL
Motorkhana/OST	\$125	\$170	\$410
Khanacross/Driftkhana	\$250	\$335	\$800
Burnout	\$405		
Single Car Speed/Hillclimb/Quarter Mile Sprint	\$735	\$1,260	\$3,150

MULTI CAR EVENTS	CLUB	STATE	NATIONAL
Autocross/Rallycross Type 1	\$620	\$885	
Super Sprint/Regularity/Drift Battle/Team Drifting (permanent circuit)	\$925	\$1,390	\$3,360
Super Sprint/Regularity/Drift Battle/Team Drifting (temporary circuit)	\$4,095		

**GRAND TOTAL: \$**

### Payment

Paying by (please tick appropriate box)	Credit Card details
<p><b>Invoice</b> <i>(Electronic Funds Transfer)</i></p> <p><b>Cash</b> <i>(Only if paying in person at Motorsport Australia House, VIC. Cash is not to be sent via any postal service)</i></p> <p><b>Cheque/Money Order</b> <i>(Made payable to "Motorsport Australia")</i></p> <p><b>Credit Card</b> <i>(Please complete details. Please note that American Express is not able to be used for payment)</i></p>	<p><b>Name on card</b></p> <p><b>Card number</b></p> <p><b>Card expiry</b> / <b>CVV</b></p> <p><b>Card type</b>      Visa      Mastercard</p> <p><b>Signed</b></p>

### Application Statement

I confirm this event shall be conducted under the provisions of the ISC of the FIA and the National Competition Rules of Motorsport Australia and undertake to comply with any further conditions that Motorsport Australia may impose.

I acknowledge that I am responsible for ensuring that all officials of the event (other than Motorsport Australia appointed officials) are appropriately accredited under the Motorsport Australia National Officiating Program.

I confirm that the Motorsport Australia Disclaimer used for this event will be unaltered in wording from that advised on the Motorsport Australia website ([motorsport.org.au/events/disclaimers](http://motorsport.org.au/events/disclaimers)), appropriate for the event detailed in this application and that I will ensure that each competitor, driver, passenger, official, navigator, service and pit crew member and official signs the appropriate disclaimer.

**NAME**

**POSITION**

**SIGNED**

SIGN HERE

**DATE**

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