

# Event Permit Application

## Speed and Non-Speed - 2024



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
- Observed Section Trials (OST)
- Khanacross
- Driftkhana
- Burnout
- Hillclimb
- Quarter Mile Sprint

### Multi Car

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

## Event Organiser Details

PROMOTER/

NAME OF CONTACT

ADDRESS

SUBURB

STATE

POSTCODE

EMAIL

MOBILE

PHONE

## Event Details

EVENT TITLE

EVENT LOCATION/VENUE

EVENT START DATE

— —

EVENT END DATE

— —

EVENT STATUS

CLUB

STATE CHAMPIONSHIP

NATIONAL

*As approved by State Panel*

EVENT TYPE

SINGLE CAR

MOTORKHANA

OBSERVED SECTION TRIALS (OST)

KHANACROSS

DRIFTKHANA

BURNOUT

HILLCLIMB

QUARTER MILE SPRINT

MULTI-CAR

AUTOCROSS

RALLYCROSS TYPE 1

SUPER SPRINT

REGULARITY

DRIFT BATTLE

TEAM DRIFTING

## 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)

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

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

<b>A. Is the PTV equipped to the standard of an Ambulance?</b>	YES	NO
<b>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?</b> <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
<b>C. Is the PTV authorised to transport patients on public roads under non-emergency conditions?</b>	YES	NO
<b>D. Is the PTV suitable to be driven on the course during competition and will be driven by a skilled and experienced driver?</b>	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

This checklist is for **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 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, medical response plan, critical incident response procedures and other relevant plans have been communicated to the relevant stakeholders and are readily accessible.	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 Motorsport Passenger Ride Activity (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.

## Electric Vehicle (EV's) Participation

**Will EV's be included as eligible for this event?** YES NO

**If YES:** I confirm that I have read and understood the Electric Vehicle Standing Regulations [motorsport.org.au/regulations/manual/electric-vehicle-appendix](https://motorsport.org.au/regulations/manual/electric-vehicle-appendix) and the participation of EV's will be conducted in accordance with those regulations.

**Note:** An EV Safety Plan (as per the EV Standing Regulations) must be submitted to Motorsport Australia specific to the Event.

