

# Event Permit Application

## Non Competitive - 2025



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 **Non Competitive** event types:

- Speed and Non-Speed Practice
- Come and Try Events
- Rally Test and Tune
- Off Road Test and Tune
- Non Competitive Speed/Drift Practice/Circuit Test and Tune
- Ride/Sponsor/Media Day

### 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

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EVENT END DATE

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### Event Officials

CLERK OF THE COURSE/  
EVENT DIRECTOR

LICENCE NO.

CHIEF SCRUTINEER

LICENCE NO.

### Event Documentation

PLEASE PROVIDE A DESCRIPTION OF THE EVENT AND/OR ATTACH ALL RELEVANT DOCUMENTS (I.E SUPPLEMENTARY REGULATIONS)

## 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

<b>A.</b>	<b>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.</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.</b>	<b>Does the venue have mobile phone coverage?</b>	YES	NO
<b>D.</b>	<b>Will a mobile phone be used for emergency contact?</b>	YES	NO
<b>E.</b>	<b>At least one Patient Transport Vehicle (PTV) will be provided?</b>	YES	NO
<b>F.</b>	<b>Does the PTV have adequate space for at least one stretcher and adjacent attendant?</b>	YES	NO

The Location of the Medical Centre (if one exists)

The Location of the Patient Transport Vehicle

### 3. Communication

**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

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

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

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 Speed and above)

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. 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 regarding 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 Safety 1st Strategy.

**NOTE:** Under 'Planning' please answer 'Yes' or 'NA'. Under 'Operational' please answer 'Yes' or 'No'.  
If you answer 'No' in the 'Operational' section, you will need to complete a Targeted Risk Assessment for that item.  
TRA forms should be supplied back to Motorsport Australia for inclusion in the Motorsport Australia Risk Register.  
**For a list of Safety 1st documents visit:** [motorsport.org.au/regulations/safety-integrity/safety-first](https://motorsport.org.au/regulations/safety-integrity/safety-first)  
**For TRA forms visit:** [motorsport.org.au/regulations/safety-integrity/tra](https://motorsport.org.au/regulations/safety-integrity/tra)

#### MOTORSPORT AUSTRALIA REGULATIONS AND PRELIMINARY REQUIREMENTS

**PLANNING**

**OPERATIONAL**

1.1 Is the venue appropriately licenced or otherwise approved for the activity proposed by the relevant civil authorities?

N/A

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 meeting been issued with all relevant documentation for the event by the Organiser?

N/A

#### OH&S POLICY REQUIREMENTS

2.1 Does the event have an OH&S Policy?

N/A

2.2 Has the Organiser considered where it will be displayed at the event, so that it might be readily viewed?

N/A

2.3 Does the Organiser have plans to ensure all officials of the event are aware of the Policy?

### OH&S CONSULTATION REQUIREMENTS

- 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 meetings 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?

PLANNING

OPERATIONAL

N/A

N/A

### EMERGENCY PLANS

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

N/A

N/A

N/A

N/A

### INCIDENT AND REPORTING

- 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, Motorsport Australia TRA Forms and TRA Completion Procedure?

N/A

### SITE SUITABILITY

- 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?

N/A

N/A

### SITE INDUCTIONS/BRIEFINGS

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

### BUILDING SUITABILITY

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

N/A

### FOOD AND CONTRACTORS

- 9.1 Is it proposed to dispense food at the event? If so, local council requirements may exist (please refer to Safety 1st on the Motorsport Australia website for more information).
- 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.**
- 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.**
- 9.4 Has the event organiser made arrangements to be notified if non-event contractors are entering the event?

N/A

N/A

### OFFICIALS

- 10.1 Are all officials considered to be operating from a safe/risk minimum area/environment?

N/A

### MISCELLANEOUS

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

### TRAFFIC MANAGEMENT AND VENUE SET UP/TEAR DOWN

- 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 departute of competitors/public?
- 12.4 Are there arrangements for the tear down of the venue?

### Motorsport Passenger Ride Activity (MSPRA)

Will an 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.

### Permit Selection

**Note:** Please tick all appropriate boxes to indicate the level of event for which you are paying.

Social	\$0.00	\$100.00 <small>(only if Certificate of Insurance is necessary)</small>
Come and Try (50% of Competitive Fee)	\$POA	
Rally Test and Tune (Per Car)	\$65.00	
Off Road Test and Tune (Per Car)	\$65.00	
Non Competitive Speed/Drift Practice/Circuit Test and Tune	\$595.00	
Ride/Sponsor/Media Day	\$670.00	

**GRAND TOTAL: \$**

### Payment

#### Paying by (please tick appropriate box)

**Invoice**  
(Electronic Funds Transfer)

**Cheque/Money Order**  
(Made payable to "Motorsport Australia")

**Credit Card**  
(Please complete details. Please note that American Express is not able to be used for payment)

#### Credit Card details

Name on card

Card number

Card expiry / CVV

Card type Visa Mastercard

Signed

### 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](https://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

DATE