

# Event Permit Application

## Off Road - 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.

### 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  
*As approved by State Panel*

NATIONAL

EVENT TYPE

LONG COURSE

SHORT COURSE

### 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 THE NCRS

### Medical Response Plan

For **National Level Events**, please ensure you reference and adhere to **Medical Response Plan A**.  
[Click Here](#) or go to [motorsport.org.au](http://motorsport.org.au) to review **Medical Response Plan A**.

For **State Level Events and below**, please complete the **Medical Response Plan B** on the following page.

# Pro Forma Medical Response Plan

## B: Checklist



This Medical Response Plan B is only to be completed for **STATE LEVEL EVENTS AND BELOW**.

### Purpose

The purpose of the Medical Response Plan is to describe the resources that are required (depending on the level and status of the event), the manner in which those resources will be brought into play and to provide vital information for communication in the case of an emergency.

### Personnel

The nominated person to be in charge of emergency medical services, and who will be responsible to the Clerk of the Course, is:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

During the event, the above person will be stationed at:

In addition, the following personnel will be available to provide support: *(Note - this section is optional)*

Position:  
(i.e. Doctor/Nurse, First Aid Officer, etc.)

Number available:

Position:  
(i.e. Doctor/Nurse, First Aid Officer, etc.)

Number available:

During the event, the above person/s will be stationed at:

### Venue and Response Details

The venue has a permanent building that is or can be used as a designated medical centre? **YES** **NO**

A Patient Transport vehicle will be provided? **YES** **NO**

The above vehicle is authorised to transport on public roads under emergency conditions? **YES** **NO**

The above vehicle will also act as the medical centre for this event? **YES** **NO**

The venue has mobile phone coverage? **YES** **NO**

A mobile phone will be used for emergency contact? **YES** **NO**

The location of the medical centre (if one exists) is:

The location of the Patient Transport Vehicle (if applicable) is:

### 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 manning the Patient Transport Vehicle (if applicable) will be:

### 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 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 (eg. 000).

### Other Details

The venue is approximately \_\_\_\_\_ minutes by road to the nearest Hospital:

Name of hospital:

Address:

Telephone number:

The nearest qualified Medical Practitioner is:

located at:

Address:

Telephone number:

### Emergency Telephone Numbers

The following contact numbers are required to be noted in the space provided

Ambulance, Police, Fire Services: **000,**

Nearest Hospital with emergency facilities:

Motorsport Australia Emergency Contact:

Mobile phone:

### Safety 1st Checklist

This checklist is designed for **Off-Road Event**.

- 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.

#### EVENT PERMIT NUMBER

#### EVENT NAME

#### MOTORSPORT AUSTRALIA REGULATIONS AND PRELIMINARY REQUIREMENTS

<b>PLANNING YES/NO</b>	<b>OPERATIONAL YES/NO IF NO = TRA</b>
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- 1.1 Confirm or discuss with the Organisers/Clerk of the Course that the Supplementary Regulations have been lodged with Motorsport Australia.
- 1.2 Confirm with Motorsport Australia if Further Regulations/Bulletins have been submitted to Motorsport Australia for approval?
- 1.3 Discuss and consider with the Organisers/Clerk of the Course the plans for all entry forms to be checked to ensure they are completed and signed by the appropriate competitor and crews.
- 1.4 Confirm or discuss with the Organisers/Clerk of the Course that the Stewards of the Meeting have been contacted and will be supplied with relevant documentation & information prior to the commencement of the competition.

#### OH&S POLICY REQUIREMENTS

<b>YES/NO</b>	<b>YES/NO IF NO = TRA</b>
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- 2.1 Discuss and consider with the Organisers/Clerk of the Course if the event has its own Occupational Health and Safety Policy.
- 2.2 Discuss with the Organisers/Clerk of the Course the most appropriate location to place the OHS policy where it can be readily viewed.
- 2.3 Discuss with the Organisers/Clerk of the Course if consideration has been given to ensure all officials and competitors are aware of the OHS policy?

#### OH&S CONSULTATION REQUIREMENTS

<b>YES/NO</b>	<b>YES/NO IF NO = TRA</b>
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- 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 Discuss and consider with the Event Organisers/Clerk of the Course arrangements for specific meeting to be held with the Stewards, Organisers and 'Managers' of any venue (if appropriate) before the event starts to establish appropriate lines of communication, especially in an emergency.
- 3.3 Discuss and consider with the Event Organisers/Clerk of the Course if a health and safety issue arises, is there a process in place for it to be dealt with?

#### EMERGENCY PLANS

<b>YES/NO</b>	<b>YES/NO IF NO = TRA</b>
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- 4.1 Discuss with the Organisers/Clerk of the Course the overall safety plan for the event which should include public, competitors, crews and officials.
- 4.2 Are there arrangements for emergencies: fire/site evacuation?
- 4.3 Discuss and consider with the Event Organisers/Clerk of the Course the appropriateness of fire equipment provided by the event to ensure its suitability and where appropriate, compliance to relevant regulations.
- 4.4 Discuss and consider with the Event Organisers/Clerk of the Course if they have a plan to facilitate an emergency response in a remote part of the course.

#### INCIDENT AND REPORTING

<b>YES/NO</b>	<b>YES/NO IF NO = TRA</b>
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- 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/EVENT SET UP

- 6.1 Having undertaken the course check, is it considered that the completion areas (the route) is suitable for the use of competitors or crew?
- 6.2 Has consideration been given to non-competition areas (service areas/parks, etc. regarding their suitability for the purpose)?
- 6.3 Has consideration been given to areas where the public have been invited - including spectator areas e.g. acceptability for the purpose, security, access, way signs, prohibited areas, safety (including competing car run off), etc?
- 6.4 Discuss with the Event Organisers/Clerk of the Course the plans for the establishment of Rally Headquarters, scrutineering areas and service parks to ensure smooth set up and running of these operations.
- 6.5 Has consideration been given by the Event Organisers/Clerk of the Course to the location of areas for competitors once they arrive e.g. start, staging areas, service points/parks, etc. in regard to the 'traffic management system' plans (access, routes in and out, parking etc.)?
- 6.6 Has consideration been given by the Event Organiser/Clerk of the Course to the location of areas for camping for competitors and families?

YES/NO  
YES/NO  
IF NO = TRA

### SITE INDUCTIONS/BRIEFINGS

- 7.1 Discuss and consider with the Event Organisers/Clerk of the Course arrangements for a briefing/site induction for officials and competitors/crew.

YES/NO  
YES/NO  
IF NO = TRA

### BUILDING SUITABILITY

- 8.1 Has consideration been given by the Event Organisers/Clerk of the Course to any structures (buildings, sheds, halls, rotundas, etc.) and their suitability - e.g. their strength and suitability for the tasks that will be performed within?

YES/NO  
YES/NO  
IF NO = TRA

### FOOD AND CONTRACTORS

- 9.1 Discuss with the Organisers/Clerk of the Course any plans for food catering for the event.
- 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?

YES/NO  
YES/NO  
IF NO = TRA

### RECOVERY VEHICLES AND EQUIPMENT

- 10.1 Has the event organiser arranged the appropriate vehicle, plant and equipment provisions for recovery operations?
- 10.2 Are the vehicles, plant and equipment fit for purpose, safe and appropriate for the nature of the event?
- 10.3 Have vehicles, plant and equipment been assessed and permitted (where required)?

YES/NO  
YES/NO  
IF NO = TRA




### OFFICIALS

- 11.1 Are all officials considered to be operating from a safe area/environment?
- 11.2 Has consideration by the Event Organisers/Clerk of the Course been given to the departure of officials from their designated areas?

YES/NO  
YES/NO  
IF NO = TRA

### MISCELLANEOUS

- 12.1 Discuss and consider with the Event Organisers/Clerk of the Course that all reasonable precautions to ensure electrical equipment planned to be used on the site is in working order.

YES/NO  
YES/NO  
IF NO = TRA

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

- 13.1 Discuss and consider with the Event Organisers/Clerk of the Course for the exiting of the public from areas such as spectator points and service parks.
- 13.2 Discuss and consider with the Event Organisers/Clerk of the Course any arrangements for instructions that competitors may require if they retire or leave any part of the event route or event area?
- 13.3 Discuss with the Event Organisers/Clerk of the Course plans to ensure any temporary structures or areas used by the event are appropriately restored and secured at the completion of the event.

YES/NO  
YES/NO  
IF NO = TRA

### 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

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

PERMITTED EVENT	CLUB	STATE	NATIONAL
Off Road (per Car)	\$95.00	\$125.00	\$POA

**GRAND TOTAL: \$**

### Payment

<p><b>Paying by (please tick appropriate box)</b></p> <p><b>Invoice</b> <i>(Electronic Funds Transfer)</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>Credit Card details</b></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>
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### 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**      -      -