

## Application to Use a Public Place for Events - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Date and time

13 Jun 2025 8:43:28 PM

Reference code

QRKXKL3T

Transport Canberra and City Services

GPO Box 158  
Canberra ACT 2601

Phone: 13 22 81  
publiclanduse@act.gov.au

Permit number (office use only)

33305

### Office use only

Approved

Approved from date

30/09/2026

Approved to date

01/10/2026

Additional conditions

Please see additional conditions attached

Signature

D Irwin

Issued under *Public Unleased Land Act 2013* Division 3.3.

## Do I need a permit?

Does this application relate to construction activities? \*

Yes  No

What is the area your event will occupy? \*

Non Urban area (e.g. Kowen forest, nature reserves, national parks)

Is your event? \*

One off event (a use that takes place on a single occasion)  
 Periodic activity (a use that takes place in the same location on a regular basis)

Activity type \*

Orienteering / Rogaining / mountain bike orienteering

Approx. number of participants directly involved with the event \*

800

Approx. number of spectators (attending each day) if different to participants

50

Will you need power? (if available onsite) \*

Yes  No

Do you require gate access? \*

Yes  No

Event name \*

2026 Australian Schools Relay Championships

Is your event? \*

A community group activity

Is your event organised or run by a/an? \*

Business

Select any objects associated with the event: \*

Marquee/tent

Size \*

10

m2

Quantity \*

12

Jumping castle/amusements

Stage

Barrier/temporary fences

Details \*

Finish bunting / chute

Portable toilets

Quantity \*

10

Vehicles Quantity \*  Size/weight of vehicle/s \*

Is vehicle access required for set up and pack down? \*  
 Yes  No

Is vehicle to remain onsite for the duration of the event? \*  
 Yes  No

Is overflow parking required? \*  
 Yes  No

Other information \*

We expect 375 cars and therefore request gate access to the northern loop of Pine Island Road for parking. Our priority would be to fill those carparks first with overflow parking to the southern carparks (see attached map).

Purpose \*

- Caravans/on-site trailers
- Signage (temporary only)

Type \*

- Waste bins

Quantity \*

- Animal farms/reptile display
- Personal cooking equipment
- Personal portable BBQ
- Public park BBQ
- Chairs/tables

Quantity \*

- Camping/tents
- Firework infrastructure
- None of the above
- Other object/s

Will liquor be sold at this event? \*  
 Yes  No

Will your event be crossing a road/cycleway/footpath or require a vehicle to travel within a pedestrian area? \*  
 Yes  No

Will you be charging an admission fee? \*  
 Yes  No

Will there be any goods for sale? \*  
 Yes  No

Description of goods \*

A food stall selling lunches/ snacks and/or a coffee cart may be present. TBC  
Orienteering equipment vendors may be present. TBC

## When is your event?

Set-up date/time: This is the date and time when you will need access to set-up for your event.

- Set up time required

Set-up date \*    Set-up time \*

Event start date/time: The date and time the actual event will start.

Event start date \*    Event start time \*

Event finish date/time: The date and time the actual event will end.

Event finish date \*    Event finish time \*

Dismantle date/time: This is the date and time the dismantling has been finished and you no longer require access to the site.

- Dismantle time required

Dismantle date \*    Dismantle time \*

Is overnight access to the site required? \*  
 Yes  No

## Where is your event?

## Select location

A detailed site map is required to be submitted with your application and must contain the following:

- booking section clearly marked.
- location of all objects and structures to be placed/erected on the land (if applicable).

**Please click here (<https://actgov.maps.arcgis.com/apps/instant/sidebar/index.html?appid=90d614cc8ca74f16be8f7078676c1920>) to view maps of locations of permit booking locations.**

Region \*

Tuggeranong

Location \*

Pine Island Reserve

Attach a section map (which clearly marks out the required section and object location (if relevant) \*

[Pine Island 2024 7500.png](#)

[ASOC Relay Proposed Arena.png](#)

[Pine Island Parking and Arena.png](#)

Describe the location. e.g. "Section at North End of park adjacent to public toilets" \*

The event will be based at Pine Island Reserve.  
The orienteering map of Pine Island will be re mapped later this year. The old map is attached.  
The courses and control flag placements will be finalised by April 2026. A map showing these locations can be provided then.

## Supporting documents

### Public liability insurance

Do you have public liability insurance coverage? \*

Yes  No

Insurance provider \*

Sportcover Australia PTY LTD

Amount of coverage \*

\$ 20,000,000.00

Valid till \*

31

1

2026

Attach your public liability insurance coverage \*

[ORIENTEERING AUSTRALIA LTD - COC3.pdf](#)

### Indemnity

In consideration of the Territory permitting the Applicant to use the public place, the Applicant indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Applicant, in connection with the use of the public place, except to the extent that the Territory caused the relevant loss, damage or injury

### Claims to be made good

The Applicant must, at its expense, make good the amount of all claims, loss, damage, costs and expenses the subject of the above indemnity.

### Public liability insurance copy to be provided if applicable

During its occupation and use of the public place, the Applicant must:

- effect and maintain all insurance coverage required to be effected by it by law; and
- public liability insurance coverage in the amount of not less than \$10 million (or any other amount notified by the Territory) in respect of each claim, with an insurance provider approved by the Territory and must produce evidence of that insurance as required by the Territory.

### Waste management plan

Provide a short statement about how the event will manage any waste produced by the event \*

Portaloos will be provided for the duration of the event.  
Temporary bins will be provided for food waste and drink containers, and all waste will be removed after the event.  
Organisers will check the area for any other items left behind.  
Orienteers as a group are aware of the need to leave no trace in the environment.

Attach waste management plan instead

## Supporting documents

I have attached the following supporting documents to my application:

- Risk management plan
- Tree management plan
- Temporary traffic management plan

Supporting documents

[2026Oceania\\_ASOC\\_Relay\\_Champs-OACT\\_Risk\\_Management\\_Plan.docx](#)

### Additional information

Provide any additional information that you believe may support your application

The Orienteering event will be run in accordance with Orienteering ACT, Orienteering Australia and the International Orienteering Federation's policies and procedures. The course will use orienteering control site flags placed in locations within the course area. (Some of these will be placed the in the terrain a day before the event. All control flags will be removed during the afternoon). A detailed map with proposed control locations will be available next year if required.

## Applicant

Title

Ms

Given name \*

Natalie

Family name \*

Smith

Address line 1 \*

5 ASTON CR

Address line 2

Suburb \*

COOK

State \*

ACT

Postcode \*

2614

Daytime phone number \*

0448887357

Mobile phone number

Email address \*

nandiesathome@gmail.com

Organisation

Enter an ACN or ABN:

ACN

ABN

## Invoice details

Company Or Individual \*

Company  Individual

Is the company registered for GST? \*

Yes  No

ABN \*

13411591285

ACN

Company name \*

Orienteering ACT

Address line 1 \*

PO BOX 402

Address line 2

Suburb \*

JAMISON CENTRE

State \*

ACT

Postcode \*

2614

Are contact details for invoicing the same as the applicant details above?

Contact first name \*

Paul

Contact last name \*

de Jongh

Contact email \*

office@act.orienteeing.asn.au

Contact phone \*

0261821815

## Declaration

- The outcome of an application cannot be predicted and should not be anticipated. If a permit is required, it must be approved before undertaking the activity.
- False or misleading information may result in cancellation of any approved permits and jeopardise any future applications made under the *Public Unleased Land Act 2013*.
- Please note that this application form DOES NOT guarantee availability or booking of the site and is not approved unless signed by the Booking Officer. To confirm the availability of land, please contact the Public Use Booking Officer via email at [publiclanduse@act.gov.au](mailto:publiclanduse@act.gov.au) (mailto:publiclanduse@act.gov.au) or 13 22 81 (tel:132281).
- Please note the fee payment on this form is an application fee and additional fees and charges may occur if the application is successful. Refer to fees and charges for more information.
- The applicant is to refer to the standard terms and conditions before submitting the application.

I verify that the information provided above is accurate. I acknowledge that I have completed this form to the best of my knowledge and have read, understood and accepted the [Terms and Conditions](https://www.cityservices.act.gov.au/public-land/use/event-bookings/terms-and-conditions-public-unleased-land-permit) (https://www.cityservices.act.gov.au/public-land/use/event-bookings/terms-and-conditions-public-unleased-land-permit). \*