

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

21 Jun 2025 9:48:48 PM

Reference code

2W6NGPMT

Transport Canberra and City Services

GPO Box 158
Canberra ACT 2601

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

Permit number (office use only)

33337

Office use only

Approved

Approved from date

26/09/2026

Approved to date

27/09/2026

Additional conditions

Please see attached additional conditions

Signature



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 *

1000

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 Oceania 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 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 *

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 *

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 *

Non-urban areas

Location *

Namadgi National Park

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

[Oceania Relay Proposed Layout.png](#)

[Honeysuckle Creek 10000.png](#)

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

The proposed assembly arena is in the clearing on Auroral Ridge Road approximately 200m south of the public toilets (see attached proposed layout map)

Supporting documents

Public liability insurance

Do you have public liability insurance coverage? *

Yes No

Insurance provider *

Sportscover Australia

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_Oceania_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. There course will use orienteering control site flags placed in locations within the course area. (Some of these will be placed a day or two 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) 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). *