

# Event Permit Application

## Race - 2023



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 TYPE

CLUB

STATE

NATIONAL

*You will be invoiced for payment by Motorsport Australia upon receipt of this application*

EVENT LOCATION/VENUE

EVENT START DATE

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EVENT END DATE

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### 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 all Circuit Events (Race), 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**.

Submit your Medical Plan to [permits@motorsport.org.au](mailto:permits@motorsport.org.au)

### Safety 1st Checklist for contractors at all events

This checklist is for **Race and 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		
	Yes	No	
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 COVID safe plan or checklist for the event, refer to the <a href="#">Motorsport Australia Return to Race Event and Venue Plan</a> and the <a href="#">Return to Race</a> webpage for more information and resources.	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, COVID safe plan/checklist, medical response plan, critical incident response procedures and other relevant plans have been communicated to the relevant stakeholders and are readily accessible.	Yes	No	
Ensure COVID safe provisions including QR code, hygiene/sanitiser, physical distancing, signage, capacity limits, masks, checker/compliance person and other requirements are in place, effective and monitored/maintained.	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 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.

**Application Statement**

- I/we hereby apply for a permit to organise a meeting for the conduct of the sport of Automobilmism in the territory of the Motorsport Australia in accordance with the International Sporting Code of the Federation Internationale de l'Automobile (FIA) and the National Competition Rules of Motorsport Australia.
- I/we enclose the appropriate event permit fee with this application (or as otherwise indicated above).
- I/we undertake to comply with any conditions that Motorsport Australia may impose.
- I/we are responsible for ensuring that all officials of the event are appropriately accredited under the guidelines of the Motorsport Australia National Officiating Program.
- I/we acknowledge that Public Liability insurance for this event will be provided for by Motorsport Australia

**NAME**

**POSITION**

**SIGNED**

**DATE**

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