

Commercial Tour Operator Licence Application/Renewal

South Australia | 1 April 2025 – 31 March 2026

This form is for use by organisations or individuals proposing to undertake activities of a commercial nature within lands or waters managed by the Department for Environment and Water (DEW), on behalf of the Minister for Climate, Environment and Water. Such activities may include guided tours, instructional or educational courses and leisure activities and may be subject to specific conditions as approved by DEW.

IMPORTANT NOTE: This form is an *application form only* and does not constitute a licence of any sort. If this application is accepted and all relevant information has been submitted to the satisfaction of DEW, a licence will be issued by the Minister for Climate, Environment and Water on such terms and conditions as approved by the Minister.

The Applicant understands that the information contained in the application together with the outcome of any enquiries made by DEW will be used and relied upon by DEW when assessing the application or in any review of any licence granted by the Minister under section 35(4) of the *National Parks and Wildlife Act 1972*.

Additional information about this application form can be obtained at www.parks.sa.gov.au/permits-and-licences/commercial-tour-operators or by contacting the Parks Licensing Officer on DEW.CTOandFilming@sa.gov.au

Privacy Information

Details provided on this application may be shared with other South Australian Government agencies, including the South Australian Tourism Commission. Any such sharing will be conducted in accordance with Information Privacy Principles.

Are you applying for the right licence?

Do you intend to conduct marine mammal (whales, dolphins, sea lions) tours?

Yes

No

If you have answered *yes* please do not complete this form.

Please email DEW.ParksLicensingandEvents@sa.gov.au and request the application form for a Marine Mammal Interaction Permit.



Government of South Australia
Department for Environment
and Water



1. Applicant's details

DEW Commercial Tour Operator licence number (if known)

☐ Individual/Registered Business

☐ Partnership

☐ Trust

☐ Incorporated Association

☐ Company

Applicant Name

Trading name

ABN

ACN

Postal address

Website

Authorised Person

Enter the details of the authorised person completing this form on behalf of the applicant.

First name

Last name

Position

Email

Contact number

Mobile number
for Emergency
SMS

(contact mobile number for emergency notification *only* via text message)

2. Term of licence

Please select the box for the term of licence you require:

☐ 2 months

Please nominate your tour date(s) = **\$300.30**

☐ 1 year = **\$430.00**

☐ 3 years* = **\$1,034.60**

☐ 5 years** = **\$1,639.20**

* Eligibility for a 3 year licence is subject to businesses having current certification under at least one of the following:

- Australian Tourism Accreditation Program
- Eco Certification Program - Nature Based
- EarthCheck ECO or EarthCheck Evaluate

** Eligibility for a 5 year licence is subject to businesses having current certification under at least one of the following:

- ECO Certification Program – Ecotourism
- ECO Certification Program – Advanced Ecotourism
- EarthCheck ECO Certified or EarthCheck Certified

Please provide a copy of your Tourism Accreditation Certificate if applying for a 3 or 5 year licence.

Accreditation
expiry date:

3. Details of public liability insurance

Evidence of public liability insurance (Certificate of Currency) minimum \$AUD10 million

- must be submitted with your application
- and a copy of the renewal supplied upon expiry for each year of the licence.

The Certificate of Currency must include:

- The insured party to be listed according to the Legal Entity Name of the Applicant (not the trading name).
- The Expiry date.
- Cover the activities being undertaken (e.g. guided tours, bushwalking, coach tour etc.).
- Include the geographical location of coverage (e.g. South Australia or Australia-wide or South Australian National Parks etc.).

Amount of
coverage (\$)

Expiry date

Tour Activity Intentions

	Activities	Notes
<input type="checkbox"/>	Bird watching	
<input type="checkbox"/>	Boating	
<input type="checkbox"/>	Bushwalking	
<input type="checkbox"/>	Camel trekking	(list park)
<input type="checkbox"/>	Camping	Campsites must be booked via email with DEW Regional Offices to secure campsites and receive the CTO rate. See link https://www.parks.sa.gov.au/regional-email-contacts
<input type="checkbox"/>	Canoeing/Kayaking	
<input type="checkbox"/>	Cycling	
<input type="checkbox"/>	Diving	(list park) Cave Divers Association of Australia Accreditation required to be eligible to conduct tours and training in Ewens Ponds and Picaninnie Ponds Conservation Parks.
<input type="checkbox"/>	General sightseeing	
<input type="checkbox"/>	Shark cage diving	
<input type="checkbox"/>	Surfing	
<input type="checkbox"/>	Marine Mammal viewing	
<input type="checkbox"/>	Wildlife viewing	
<input type="checkbox"/>	Rock-climbing/ abseiling	Only permitted in Morialta Conservation Park, Onkaparinga River National Park & Ikara - Flinders Ranges National Park.
<input type="checkbox"/>	Other	

DRONES: Under South Australian Legislation, drones are not permitted to be flown over SA parks for private/recreational/personal use.

What transport will you provide?

One master vehicle permit is issued and can be printed off when and as many times as needed.

	Transport	Notes
<input type="checkbox"/>	Coach	One master vehicle permit is issued and can be printed off when and as many times as needed.
<input type="checkbox"/>	Tag-along	Vehicles travelling as Tagalongs in any tour will be required to display a current DEW Tagalong Vehicle Permit to identify them as a client of a CTO tour.
<input type="checkbox"/>	4WD	One master vehicle permit is issued and can be printed off when and as many times as needed.
<input type="checkbox"/>	Boat	
<input type="checkbox"/>	Motorcycles	<ul style="list-style-type: none">- Motorcycles must be road registered.- Recreational motorcycle licence registrations are not recognised in South Australia.- Motorcycles with side-cars are not permitted.
<input type="checkbox"/>	Other	Please specify

Standard Parks

The following SA national parks (by region) are included in the Commercial Tour Operator Standard Licence.

Please select the Standard Parks you intend conducting tours in the Parks/Sites listed.

Standard Parks		
Adelaide & Mount Lofty Region		
<input type="checkbox"/>	Anstey Hill Recreation Park	
<input type="checkbox"/>	Belair National Park	
<input type="checkbox"/>	Cleland Conservation Park	
<input type="checkbox"/>	Cleland Wildlife Park	
<input type="checkbox"/>	Mount Lofty Summit	
<input type="checkbox"/>	Cobbler Creek Recreation Park	
<input type="checkbox"/>	Deep Creek Conservation Park	
<input type="checkbox"/>	Glenthorne National Park	
<input type="checkbox"/>	Granite Island Recreation Park	Night tours of the Penguin habitat are not permitted.
<input type="checkbox"/>	Morialta Conservation Park	
<input type="checkbox"/>	Newland Head Conservation Park	
<input type="checkbox"/>	Onkaparinga River National Park	
<input type="checkbox"/>	Onkaparinga River Recreation Park	
<input type="checkbox"/>	Parra Wirra Conservation Park	
<input type="checkbox"/>	Shepherds Hill Recreation Park	
<input type="checkbox"/>	Sturt Gorge Recreation Park	
Eyre & Far West Region		
<input type="checkbox"/>	Bascombe Well Conservation Park	
<input type="checkbox"/>	Cape Blanche Conservation Park	
<input type="checkbox"/>	Carapsee Hill Conservation Park	
<input type="checkbox"/>	Coffin Bay National Park	
<input type="checkbox"/>	Hincks Conservation Park	
<input type="checkbox"/>	Lake Gilles Conservation Park	
<input type="checkbox"/>	Lake Newland Conservation Park	
<input type="checkbox"/>	Lincoln National Park	
<input type="checkbox"/>	Pinkawillinie Conservation Park	
<input type="checkbox"/>	Whyalla Conservation Park	
<input type="checkbox"/>	Yelduknie Conservation Park	
Flinders & Outback Region		
Desert Parks		
Licensed CTOs conducting tours in SA's Desert Parks are not required to purchase a Desert Parks Pass for themselves, their tour personnel (e.g. bus drivers & tour guides) or their tour clients, including Tagalong participants.		
For enquiries regarding road conditions or any other information about travelling in SA's Desert Parks, please contact DEW Port Augusta (08) 8648 5300 or email DEW.DesertParks@sa.gov.au .		
<input type="checkbox"/>	Innaminka Regional Reserve - Desert Park	Not suitable for Coaches when wet.
<input type="checkbox"/>	Kati Thanda-Lake Eyre National Park - Desert Park	Walking or driving on the Lake is <u>not permitted</u> . 4WD only-not suitable for Coaches
<input type="checkbox"/>	Lake Frome Regional Reserve	Sandy tracks – May be difficult for Coaches
<input type="checkbox"/>	Malkumba-Coongie Lakes National Park - Desert Park	4WD only - not suitable for Coaches
<input type="checkbox"/>	Munga-Thirri-Simpson Desert National Park - Desert Park	4WD only - not suitable for Coaches
<input type="checkbox"/>	Tallaringa Conservation Park - Desert Park	4WD only - not suitable for Coaches
<input type="checkbox"/>	Wabma Kadarbu Mound Springs Conservation - Desert Park	Peak season may see an increase in traffic. Large coaches may have issues with turning at the springs end of the track.
For Ikara-Flinders Ranges National Park – see Co-managed Parks		
For Witjira National Park – see Co-managed Parks		
For Nilpena Ediacara National Park – see Non-Standard Parks		

Kangaroo Island Region		
<input type="checkbox"/>	Cape Borda Lightstation	
<input type="checkbox"/>	Cape Gantheaume Conservation Park	
<input type="checkbox"/>	Cape Willoughby Conservation Park	
<input type="checkbox"/>	Flinders Chase National Park	
<input type="checkbox"/>	Grassdale Protected Area	An induction by DEW KI Ranger is required before the first tour is conducted. Contact DEW KI (08) 8553 4444 to arrange an induction.
<input type="checkbox"/>	Kelly Hill Conservation Park	
<input type="checkbox"/>	Kelly Hill Conservation Park Caves	Access available only via Guided Tours – all tours must be booked in advance (08) 8553 4444 or Kellyhill@sa.gov.au .
<input type="checkbox"/>	Lathamai Conservation Park	An induction by DEW KI Ranger is required before the first tour is conducted. Contact DEW KI (08) 8553 4444 to arrange an induction.
<input type="checkbox"/>	Seal Bay Conservation Park	All tours must be booked in advance with DEW Seal Bay (08) 8553 4463 or sealbay@sa.gov.au
<i>For Kangaroo Island Wilderness Trail – see Wilderness Protection Areas</i>		
Limestone Coast Region		
<input type="checkbox"/>	Beachport Conservation Park	
<input type="checkbox"/>	Bool Lagoon Game Reserve	
<input type="checkbox"/>	Canunda National Park	
<input type="checkbox"/>	Coorong National Park	
<input type="checkbox"/>	Little Dip Conservation Park	
<input type="checkbox"/>	Lower Glenelg River Conservation Park	
<input type="checkbox"/>	Naracoorte Caves National Park	
<input type="checkbox"/>	Tantanoola Caves National Park	
Riverland & Murraylands Region		
<input type="checkbox"/>	Chowilla Game Reserve	
<input type="checkbox"/>	Danggali Conservation Park	
<input type="checkbox"/>	Loch Luna Game Reserve	
<input type="checkbox"/>	Murray River National Park	
<input type="checkbox"/>	Moorook Game Reserve	
<input type="checkbox"/>	Ngarkat Conservation Park	Majority of park is 4WD only
Yorke & Mid North Region		
<input type="checkbox"/>	The Dutchmans Stern Conservation Park	

Non-Standard Parks

Non-standard parks require additional consultation and approval which may increase the processing of your application by some weeks. These parks are not included in the Standard Licence. There may also be Special Conditions which apply to some parks.

Please select the Non- Standard parks you intend conducting tours in by selecting from the Parks/Sites listed.

Non-Standard Parks		
Eyre & Far West Region		
<input type="checkbox"/>	Mamungari Conservation Park DEW does NOT issue licences for this park.	Contact Maralinga Tjarutja Administration (08) 8625 2946 or senioradmin@maralinga.com.au
Flinders & Outback Region		
<input type="checkbox"/>	Kanku-Breakaways Conservation Park DEW does NOT issue licences for this park.	Contact Coober Pedy District Council (08) 8672 4646 or breakaways@cpccouncil.sa.gov.au
<input type="checkbox"/>	Nilpena Ediacara National Park	For information and bookings contact Kym Geue, Ranger in Charge – kym.geue@sa.gov.au
Kangaroo Island Region		
<input type="checkbox"/>	Vivonne Bay Conservation Park	Access is only permitted between 1 January and 30 April each year.
<input type="checkbox"/>	Vivonne Bay public roads and Beach only	Vivonne Bay public roads and beach access available to all operators.
Riverland & Murraylands Region		
<input type="checkbox"/>	Ngaut Ngaut Conservation Park	Contact the Mannum Aboriginal Community Association Inc. Address: 4030 Hunter Road, Nildottie SA 5238 E: macai-committee@outlook.com M: Ivy Campbell 0475 914 632
Yorke & Mid North Region		
<input type="checkbox"/>	Mount Remarkable National Park	Mountain bike riding permitted only on designated mountain bike trails.

Co-managed Parks

Please note that Co-managed Parks require consultation and approval and this can take up to three months.

Please acknowledge your understanding that approval for a Co-managed Park may take up to three months to process.

Co-managed parks are those cooperatively managed between the traditional Aboriginal people and DEW.

Special conditions may apply to Co-managed parks and you will be contacted regarding these conditions. These parks are not included in a Standard Licence.

Please select the Co-managed parks you intend conducting tours in from the Parks/Sites listed.

Co-managed Parks		
Flinders & Outback Region		
<input type="checkbox"/>	Ikara-Flinders Ranges National Park	
<input type="checkbox"/>	Vulkathunha-Gammon Ranges National Park	
<input type="checkbox"/>	Witjira National Park	
Eyre & Far West Region		
<input type="checkbox"/>	Acraman Creek Conservation Park	
<input type="checkbox"/>	Chadinga Conservation Park	
<input type="checkbox"/>	Fowlers Bay Conservation Park	
<input type="checkbox"/>	Gawler Ranges National Park	
<input type="checkbox"/>	Lake Gairdner National Park	
<input type="checkbox"/>	Laura Bay Conservation Park	
<input type="checkbox"/>	Nullarbor National Park & Nullarbor Regional Reserve The CTO licence does not permit access to any other locations outside of the approved site. [] Old Eyre Highway	Permitted activities: bird watching, camping, general sightseeing, wildlife viewing only.
<input type="checkbox"/>	Wahgunyah Conservation Park	
<input type="checkbox"/>	Yellabinna Regional Reserve The CTO licence does not permit access to any other locations outside of the approved sites. [] Googs Track [] Googs Lake [] Mt Finke [] Other. Please List: _____	Permitted activities: bird watching, camping, general sightseeing, wildlife viewing only.
<input type="checkbox"/>	Yumbarra Conservation Park The CTO licence does not permit access to any other locations outside of the approved sites. [] Googs Track [] Googs Lake [] Other. Please List: _____	Permitted activities: bird watching, camping, general sightseeing, wildlife viewing only.
For other Eyre and Far West Parks – see Wilderness Protection Areas.		
Yorke & Mid North Region		
<input type="checkbox"/>	Dhilba Guuranda-Innes National Park	

Wilderness Protection Areas

Please note that Wilderness Area Protection Parks require consultation and approval and this can take up to three months.

Special conditions may apply to Wilderness Protection Areas and you will be contacted regarding these conditions. These parks are not included in a standard Licence.

Please select the Wilderness Protection Areas you intend conducting tours in from the Parks/Sites listed.

Wilderness Protection Areas		
Riverland & Murraylands Region		
<input type="checkbox"/>	Billiatt Wilderness Protection Area	Vehicle access only on the public road through middle of the park. No facilities.
<input type="checkbox"/>	Danggali Wilderness Protection Area	
Eyre & Far West Region		
<input type="checkbox"/>	Hambidge Wilderness Protection Area	
<input type="checkbox"/>	Hincks Wilderness Protection Area	
<input type="checkbox"/>	Memory Cove Wilderness Protection Area <i>Key access only. Bookings required for camping & entry, limited to 15 vehicles per day.</i>	For information & bookings details. Port Lincoln Visitor Centre. Ph: 1300 788 378 E: info@portlincoln.com.au
<input type="checkbox"/>	Nullarbor Wilderness Protection Area The CTO licence does not permit access to any other locations outside of these approved sites. <input type="checkbox"/> Bunda Cliff Lookouts <input type="checkbox"/> Koonalda Homestead <input type="checkbox"/> Koonalda Cave viewing area only (cave access prohibited) <input type="checkbox"/> Murrawijinnie Caves <input type="checkbox"/> Old Eyre Highway <input type="checkbox"/> Other (please list): _____	Permitted activities: bird watching, camping, general sightseeing, wildlife viewing only.
<input type="checkbox"/>	Yellabinna Wilderness Protection Area The CTO licence does not permit access to any other locations outside of these approved sites. <input type="checkbox"/> Googs Track <input type="checkbox"/> Mt Finke <input type="checkbox"/> Other (please list): _____	Permitted activities: bird watching, camping, general sightseeing, wildlife viewing only.
Kangaroo Island Region		
<input type="checkbox"/>	Cape Bouguer Wilderness Protection Area	Access not permitted between 1 May to 31 December annually
<input type="checkbox"/>	Cape Gantheaume Wilderness Protection Area	Access not permitted between 1 May to 31 December annually
<input type="checkbox"/>	Cape Torrens Wilderness Protection Area	Access not permitted between 1 May to 31 December annually
<input type="checkbox"/>	Kangaroo Island Wilderness Trail 5 day walking trail only. Not suitable for one day visitors or Coach Tours. CTOs must meet additional criteria including an Emergency Response Plan.	Tour bookings and enquiries to: Flinders Chase Visitor Centre 0428 766 269 or email: DEW.KIWTAdmin@sa.gov.au
<input type="checkbox"/>	Ravine Des Casoars Wilderness Protection Area	
<input type="checkbox"/>	Western River Wilderness Protection Area	Access not permitted between 1 May to 31 December annually

Please list other Parks you wish to conduct tours in:

8. Aboriginal Cultural Interpretation

PLEASE NOTE - Commercial Tour Operators are required to obtain permission to undertake aboriginal cultural interpretation as the Commercial Tour Operator Licence does not give permission to interpret aboriginal culture on the licenced area. Requests for permission should be directed to the Parks Licensing Officer at

DEW.CTOandFilming@sa.gov.au.

CTOs must also acknowledge the traditional owners of the land upon which the tour takes places in accordance with any guideline protocols provided by DEW.

Do you wish to conduct Aboriginal cultural interpretation? **Yes** **No**

9. Declarations

It is compulsory to answer the questions below.

Please read the 'Information for Applicants' document before completing your application.

www.parks.sa.gov.au/permits-and-licences/commercial-tour-operators/becoming-a-licensed-operator

- a. Have you, your employees or the subcontractors you engage, ever been subject to any conviction or proceeding against any Commonwealth, State or Territory law covering the protection, conservation or management of native species or protected areas?

If you have answered "yes" to the above question, please provide details below.

- b. Have you made yourself aware of the current Adventure Activity Standards and training appropriate to the activities you wish to conduct within South Australian reserves? These are available at:
<https://outdoorssa.org.au/adventure-activity-standards-aas/>

Yes No

- c. Are you, your vehicles and the drivers you engage, in possession of all relevant accreditations certifying that you meet the conditions of the *Passenger Transport Act 1994*, or the relevant passenger transport legislation in the State or Territory in which your business is registered?

Yes No NA (if no equivalent accreditation exists in your state)

10. Certification

I (full name)

as the Applicant or having the requisite authority on behalf of the Applicant, certify that, to the best of my knowledge and after making all reasonable enquiries with relevant persons engaged or employed by the Applicant, the information provided in this application is true and correct.

I declare that I will inform the Minister for Climate, Environment and Water (the Minister), through the Department for Environment and Water (DEW), immediately and in writing should the information (or declarations made) in the application change or no longer be true and correct. I authorise the Minister or DEW to contact any person or government agency about any information contained in this application.

I acknowledge that if any information contained in this application is false or misleading, this application may not be processed by DEW, and further acknowledge that any licence issued by the Minister under section 35(4) of the *National Parks and Wildlife Act 1972* based on this application may be the subject of a review undertaken by the Minister (including the taking of remedial action such as, but not limited to, suspension or cancellation) at any time.

I, as the Applicant or on behalf of the Applicant, acknowledge that I have read and understood the Commercial Tour Operator Licence *Terms and Conditions* that will apply to any licence issued by the Minister based on this application.

Further, I, as the Applicant or on behalf of the Applicant, agree that the Applicant will be bound by the Commercial Tour Operator Licence *Terms and Conditions*.

Signed for and on behalf of the Applicant (If the Applicant is a body corporate)

Applicant
name

Signature

Date

Organisation

(Position or
title held with
Applicant)

Signed by the Applicant (If the Applicant is a natural person)

Applicant
name

Date

Signature

Please note that your application will not be processed until all requested supporting documentation has been received.

If required, DEW's ABN is: **36 702 093 234**.

Once approved DEW will issue a 30 day invoice to applicants with payment options of:

- BPay
- EFT