

Commercial Tour Operator Licence Application/Renewal

South Australia | 1 April 2021 – 31 March 2022

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 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 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 (08) 8204 9060.

Once completed, please send this application form, including a copy of your public liability insurance Certificate of Currency & tourism accreditation certificate (if applicable) via:

Email: DEW.ParksLicensingandEvents@sa.gov.au

Post: Commercial Tour Operator Licensing
Parks Licensing & Events,
Department for Environment and Water
GPO Box 1047
ADELAIDE SA 5001

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.

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)

1 year

3 years*

5 years**

Refer to Section 12 for Licence fees and payment details.

*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

4. Privacy and licensing benefits

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.

The contact details of licensed Commercial Tour Operators will be listed on the DEW website and will be made available for listing in DEW tourism publications.

Would you like your general enquiry details displayed on the DEW website

Yes No

General Enquiry Details:

Email

General enquiry
email

General enquiry
telephone number

5. CTO vehicle permits

How many Commercial Tour Operator vehicle permits are required?

6. Tagalong tours & vehicle permits

Yes No

If you have ticked 'Yes', please continue with this section.

Client vehicles travelling as Tagalongs in any tour will be required to display a current DEW CTO Tagalong Vehicle Permit to identify them as a client of your tour.

Tagalong Vehicle Permits are to be reused amongst your tours for each Tagalong client's vehicle.

Maximum number of Tagalong client vehicles needing permits at any one time?

(This is for client vehicles only, please do not include CTO tour vehicles in this total)

7. Tour activity intentions

What activities do you intend to undertake? (Please select the relevant box/s):

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal culture interpretation (only with approval) | <input type="checkbox"/> Cycling |
| <input type="checkbox"/> Bird watching | <input type="checkbox"/> Diving |
| <input type="checkbox"/> Boating | <input type="checkbox"/> General sightseeing |
| <input type="checkbox"/> Bushwalking | <input type="checkbox"/> Marine Mammal viewing |
| <input type="checkbox"/> Camel trekking | <input type="checkbox"/> Rock-climbing/ abseiling |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Shark cage diving |
| <input type="checkbox"/> Canoeing/Kayaking | <input type="checkbox"/> Surfing |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Wildlife viewing |

What transport will you provide? (Please place a tick in the relevant box/s):

- | | |
|---|-------------------------------|
| <input type="checkbox"/> Coach | <input type="checkbox"/> 4WD |
| <input type="checkbox"/> Tag-along | <input type="checkbox"/> Boat |
| <input type="checkbox"/> Other (please specify) | |

8. Which park(s) do you intend to conduct tours in:

Co-managed parks *(shown as CMP table below)*

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

In some instances up to 90 days may be needed for the consultation and approval process. Please note that special conditions may apply to these Co-managed parks and you will be contacted regarding these conditions

Aboriginal Cultural Interpretation

Commercial Tour Operators are required to obtain permission to undertake aboriginal cultural interpretation from the relevant Aboriginal Corporation 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 on (08) 8204 9060 or DEWNR. ParksLicensingandEvents@sa.gov.au.

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

Wilderness Protection Areas *(shown as WPA table below)*

In some instances additional time may be needed for the approval process. Please note that special conditions may apply to Wilderness Protection Areas and you will be contacted regarding these conditions.

Desert parks *(shown as DP table below)*

Licensed CTOs identified as 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 DEWNR.DesertParks@sa.gov.au.

SA national parks by region included in the commercial tour operator licence. Please select the parks you intend conducting tours in:

Parks	Notes	Type
Adelaide & Mt Lofty Ranges 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		
<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		
Flinders & Outback Region		
<input type="checkbox"/> Innamincka Regional Reserve		DP
<input type="checkbox"/> Ikara-Flinders Ranges National Park	Delegate approval required.	CMP
<input type="checkbox"/> Kati Thanda-Lake Eyre National Park		DP
<input type="checkbox"/> Lake Frome Regional Reserve		
<input type="checkbox"/> Malkumba-Coongie Lakes National Park		DP

Parks	Notes	Type
<input type="checkbox"/> Munga-Thirri-Simpson Desert Conservation Park		DP
<input type="checkbox"/> Munga-Thirri-Simpson Desert Regional Reserve		DP
<input type="checkbox"/> Tallaringa Conservation Park		DP
<input type="checkbox"/> Vulkathunha-Gammon Ranges National Park	Delegate approval required.	CMP
<input type="checkbox"/> Wabma Kadarbu Mound Springs Conservation Park		DP
<input type="checkbox"/> Witjira National Park	Not included in standard licence. Delegate approval required.	DP & CMP
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"/> Billiatt Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Chowilla Game Reserve		
<input type="checkbox"/> Danggali Conservation Park		
<input type="checkbox"/> Danggali Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<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		
<input type="checkbox"/> Ngaut Ngaut Conservation Park	Not included in standard licence. Delegate approval required.	
Kangaroo Island Region		
<input type="checkbox"/> Cape Bouguer Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Cape Gantheaume Conservation Park		
<input type="checkbox"/> Cape Gantheaume Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Cape Torrens Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Cape Willoughby Conservation Park		
<input type="checkbox"/> Cape Willoughby Lightstation		
<input type="checkbox"/> Flinders Chase National Park		
<input type="checkbox"/> Cape Borda Lightstation		

Parks	Notes	Type
<input type="checkbox"/> Kangaroo Island Wilderness Trail	Tour operators must hold a current CTO licence to be eligible to apply.	
<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		
<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"/> Ravine Des Casoars Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Seal Bay Conservation Park		
<input type="checkbox"/> Vivonne Bay Conservation Park	Not included in standard licence. Delegate approval required.	
<input type="checkbox"/> Western River Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
Eyre & Far West Region		
<input type="checkbox"/> Acraman Creek Conservation Park		
<input type="checkbox"/> Bascombe Well Conservation Park		
<input type="checkbox"/> Cape Blanche Conservation Park		
<input type="checkbox"/> Carappee Hill Conservation Park		
<input type="checkbox"/> Chadinga Conservation Park		
<input type="checkbox"/> Coffin Bay National Park		
<input type="checkbox"/> Fowlers Bay Conservation Park		
<input type="checkbox"/> Gawler Ranges National Park		
<input type="checkbox"/> Hambidge Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Hincks Conservation Park	Not included in standard licence. Delegate approval required.	
<input type="checkbox"/> Hincks Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
Kanku-Breakaways Conservation Park	For access, contact Coober Pedy District Council (08) 8672 4646 or breakaways@cpccouncil.sa.gov.au	
<input type="checkbox"/> Lake Gairdner National Park	Delegate approval required.	CMP
<input type="checkbox"/> Lake Gilles Conservation Park		
<input type="checkbox"/> Lake Newland Conservation Park		
<input type="checkbox"/> Laura Bay Conservation Park		
<input type="checkbox"/> Lincoln National Park		
Mamungari Conservation Park	For access, contact Maralinga Tjarutja Administration (08) 8625 2946 or senioradmin@maralinga.com.au	

Parks	Notes	Type
<input type="checkbox"/> Memory Cove Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Nullarbor National Park	Not included in standard licence. Delegate approval required.	
<input type="checkbox"/> Nullarbor Regional Reserve	Not included in standard licence. Delegate approval required.	CMP
<input type="checkbox"/> Nullarbor Wilderness Protection Area		WPA
<input type="checkbox"/> Pinkawillinie Conservation Park		
<input type="checkbox"/> Point Labatt Conservation Park		
<input type="checkbox"/> Venus Bay Conservation Park		
<input type="checkbox"/> Wahgunyah Conservation Park		
<input type="checkbox"/> Whyalla Conservation Park		
<input type="checkbox"/> Yellabinna Wilderness Protection Area	Not included in standard licence. Delegate approval required.	WPA
<input type="checkbox"/> Yellabinna Regional Reserve		
<input type="checkbox"/> Yumbarra Conservation Park	Not included in standard licence. Delegate approval required.	CMP
<input type="checkbox"/> Yeldulknie Conservation Park		

Yorke & Mid North Region

<input type="checkbox"/> Althorpe Island Conservation Park	Not included in standard licence. Delegate approval required.	
<input type="checkbox"/> Dhilba Guuranda-Innes National Park	Delegate approval required.	CMP
<input type="checkbox"/> Mount Remarkable National Park		
<input type="checkbox"/> The Dutchmans Stern Conservation Park		
<input type="checkbox"/> Troubridge Island Conservation Park	Not included in standard licence. Delegate approval required.	

Please list other parks you wish to conduct tours in

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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?

Yes

No

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 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

Signature

Date

11. Supporting documentation

Please enclose the following supporting documentation with your licence application:

1. Evidence of public liability insurance (Certificate of Currency or current Policy Document)
Please Note: only a copy of your insurance Certificate of Currency, or a copy of your Policy Document, showing the name of the insured, the purpose of the insurance, the date the insurance is current & the activities & locations covered by the policy is required
2. Copies of your insurance policy tax invoice, remittance advice; invitation to renew etc. **will not be accepted**
3. Copy of relevant Tourism Accreditation certificate (if applicable for 3 & 5 years licences)
4. Website address to be provided in Sect 1, or copy of promotional material if no website.
5. Completed Trading/Credit Application Form (If the Applicant does not have a DEW Trading/Credit Account)

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

12. Payment of licence fee

Licence Terms	1/4/2021 to 30/6/2021	1/7/2021 to 31/3/2022
<input type="checkbox"/> 2 month Licence	\$263.00	\$268.00
<input type="checkbox"/> 1 year Licence	\$376.00	\$383.00
<input type="checkbox"/> 3 year Licence	\$903.00	\$920.00
<input type="checkbox"/> 5 year Licence	\$1430.00	\$1457.00
TOTAL (GST exempt)		

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
- Credit Card by Phone
- EFT
- Cheque – please make payable to Department for Environment and Water

Postal Payments:

Commercial Tour Operator Licensing
Parks Licensing & Events
Department for Environment and Water
GPO Box 1047, ADELAIDE SA 5001

Do you have a Trading/Credit Account with DEW?

Yes

Account Number
(if known)

No

The Trading/Credit account is a mandatory DEW requirement.

If you answered 'No' please complete the Trading/Credit Account Application form included on the following page and return it together with your licence application.

Trading/Credit Application Form

Customer/
Business Name

Trading name

ABN

Postal address

Business address

Type of business Date operations began

Telephone

Email

Directors/Partners/Proprietors/Individuals

Full name

Residential address

Drivers Licence No. Date of Birth

Full name	<input type="text"/>		
Residential address	<input type="text"/>		
Drivers Licence No.	<input type="text"/>	Date of Birth	<input type="text"/>

Declaration

- The information in this application is correct and complete to the best of your knowledge and belief.
- You understand that it is an offence under the Financial Transaction Reports Act 1988 to make a false or misleading statement.
- You acknowledge that this application form is not to be regarded as an offer or acceptance of credit under any legislation relating to the provision of credit.
- You agree to operate this account in accordance with the Terms and Conditions of this account and acknowledge that the use of this account means that you have read and accept the Terms and Conditions.
- You authorise DEW to obtain any information about your commercial credit worthiness from any business which provides such information, in order to assess your application for credit.
- The Customer will advise DEW in writing, within seven (7) days, of any change in any of the particulars contained in this application.

In the event that DEW supplies credit to you, then the following terms and conditions shall apply:

- Payment for all goods and services shall be made in full 30 days from the date of Statement following the month of date of the invoice.
- If you default in payment by the due date then all monies payable to DEW for goods and services invoiced prior to the date of default shall immediately become due and payable.
- DEW shall be entitled to charge interest on all amounts not paid by the due date for payment and the Customer undertakes to pay any such interest charged. Interest shall be calculated at a rate not exceeding 2% per month.
- Any expenses, costs or disbursements incurred by DEW in recovering any outstanding monies, including debt collection agency and Solicitors fees, shall be paid by the Customer.
- DEW shall be entitled to terminate without notice any credit arrangement with the Customer in the event of non-compliance in any of the terms and conditions contained herein.
- Any subsequent reinstatement of credit arrangements will require payment of the fees applying to a new application.

Applicant name

Signature

Date

Title

Corporate Revenue Services Use Only:

Credit limit

Approved by

Date approved

Customer ID

Entity code