



Australian Government
Director of National Parks



kakaduTM
NATIONAL PARK

Commercial Tourism Licence Application Exclusive or restricted use activity in Kakadu National Park

Information for applicants

Kakadu National Park is a Commonwealth reserve established under the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act) to manage the environment of the region for the benefit of all people, present and future. The Director of National Parks uses a licence system to help regulate exclusive and restricted use commercial activities.

A licence is required for the following exclusive and restricted use commercial tourism activities:

1. sports fishing tours (unlimited number of licences)
2. commercial bushwalking tours (unlimited number of licences)
3. semi-permanent safari camps (limited to two licences at each managed campground – Merl, Djarradjin (Muirella Park), Mardukal, Karnamarr, Gunlom)
4. guided tours to Jarrangbarnmi (Koolpin Gorge) (three regular access and unlimited number of casual access licences)
5. guided tours to Igoymarrwa (lower Moline Rockhole) (five regular access and five casual access licences)
6. any new activities that require exclusive or restricted use of an area (subject to approval)

Licences are generally issued for five years. Accreditation through ATAP or EcoTourism Australia is required to hold a licence.

Licence fees: (effective 1 April 2019)

Licence Activity	Application Fee	Licence fee	2019	2020	2021	2022	2023
Safari camps (semi-permanent at managed campgrounds; 2 sites available at each managed campground)	\$200	Mardukal	\$2042.00	\$2144.00	\$2251.00	\$2364.00	\$2482.00
		Djarradjin (Muirella Park), Karnamarr, Gunlom, Merl	\$1021.00	\$1072.00	\$1126.00	\$1182.00	\$1241.00
Bushwalking tours	\$200	pp/night	\$5.10	\$5.35	\$5.60	\$5.90	\$6.20
Sports fishing tours	\$200	pp/day	\$10.20	\$10.70	\$11.20	\$11.80	\$12.40
Access to Jarrangbarnmi (Koolpin Gorge)	\$200	pp/day + camping fee if staying overnight *	\$5.10	\$5.35	\$5.60	\$5.90	\$6.20
Access to Igoymarrwa (lower Moline Rockhole)	\$200	pp/visit (not capped)	\$3.05	\$3.20	\$3.40	\$3.60	\$3.80

* Camping fees apply and are the same as the fee set by Determination by the Director of National Parks for the particular campground.

- A non-refundable application fee of \$200 to be paid at the time that the application is submitted.
- A fee of \$200 applies to requests to transfer licences.

Licence fees are updated on 1 April each year.

How to Apply

To apply for a licence, please:

- ensure you understand and are prepared to comply with the licence conditions
- answer all the questions in the application form
- complete the application checklist (see page 12)
- send the application to the address at the end of the application package.

Ensure you answer all the questions to the best of your knowledge; there are severe penalties for giving false or misleading information. By posting or emailing this application form to the Tourism Services Officer, all proposed licence holders agree that if a licence is issued, they and their staff and agents will act in accordance with all of its licence conditions. All information will be treated in strict confidence.

Application Rounds and Assessment

Application rounds for any available licences will be held in January and October each year. Applications are assessed by a panel and a minimum overall score of 80% must be obtained to be eligible for a licence. Activities limited in number are competitive and are allocated according to scores. Results from each round of applications are announced within four weeks of the selection panel convening.

Conducting commercial activities in the park, including commercial tours, requires a permit or licence. The Director may issue a licence only if:

- the activity is consistent with:
 - the purpose for which the park is declared
 - any lease of Indigenous people's land in the park
- the activity is not likely to:
 - endanger public safety
 - unduly damage the park
 - unduly interfere with the preservation or conservation of biodiversity or heritage in the park
 - unduly interfere with the protection of other features or facilities in the park
 - interfere with the privacy of a cultural event held in the reserve by the traditional owners of Aboriginal land in the park
 - interfere with the continuing cultural use of the park by the traditional owners of Aboriginal land in the park
 - interfere with the privacy of other persons in the park
- the activity benefits the public or persons using the park
- all the licence holder's tour guides who will lead tours in Kakadu have successfully completed the Kakadu Knowledge for Tour Guides course.

In making a decision about whether to issue a licence, the Director may take into account whether a person to whom the licence is to be issued has, in the last 10 years, been convicted of or is subjected to proceedings for an environmental offence under the EPBC Act.

Privacy

The Director of National Parks ('the Director') is authorised to request personal information from licence applicants under Part 17 of the *Environment Protection and Biodiversity Conservation Regulations 2000* (EPBC Regulations). The personal information that you provide will be used by the Director to assess your application and manage activities within the park, including compliance with the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and EPBC Regulations. If you do not provide the requested information, your licence application cannot be assessed.

Disclosure

Information provided in this application form may be disclosed to the Board of Management for the park and any Consultative Committees established by the Board for the purpose of assessing your application.

Your personal information may be disclosed to other Commonwealth (and in some circumstances, state and territory) government departments and agencies where it is required or authorised by or under law or where it is reasonably necessary for law enforcement.

Privacy Policy

The collection, storage, use and disclosure of personal information by the Director is governed by the *Privacy Act 1988* (Cth) and, in particular, by the Australian Privacy Principles. The Director's Privacy Policy is available at environment.gov.au/node/35979. The Privacy Policy details how you can access and correct your personal information held by the Director and who to contact if you have a concern about your personal information.

Need More Information?

Contact:

**Kakadu National Park
Tourism Services Officer**

☎ 08 8938 1170

✉ kakadu.permits@awe.gov.au

✉ GPO Box 858, Canberra ACT 2601

Website: www.environment.gov.au/parks/permits/kakadu-tours.html

The EPBC Act and Regulations can be viewed at www.environment.gov.au/epbc/index.html



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TOURISM LICENCE APPLICATION FORM

Applicant Details			
1. Name of proposed licence holder (Individual(s), company, partnership, association or other commercial entity – if more than 1, attach their details on separate sheet)			
Full Name			
ABN	(leave blank if the applicant does not have an ABN)		
<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Other – please specify			
2. Registered business (trading) name(s) (If more space is required, attach a separate list.)			
Business name 1			
Business name 2			
3. Business details			
Postal address	Town/City		
State	Postcode	Country	
Physical address	Town/City		
State	Postcode	Country	
Mobile	Telephone		
Email	Website		
ABN	ACN		
State of business registration	Business name registration#		
4. Details of primary contact person for the proposed licence holder			
Name	Title/Position		
Business address	Town/City		
State	Postcode	Country	
Mobile	Telephone	Email	

5. Please provide details of directors, partners or committee members of the proposed licence holder (If more space is required, attach a separate list.)

Office Holder's Full Name	Address	Title or Position

6. Is this an Indigenous-owned and operated business? Yes No

7. Accreditations held by the proposed licence holder

Attach certificate(s) of currency.

None ATAP ROC Eco Certification – Level:

Savannah Guides – Level: Other – please specify

Expiry date:

Activity Details

8. Licence activities you are applying for

Sports fishing tours Please select areas:

East Alligator River Two Mile Hole Four Mile Hole

Alligator Billabong (Gurdurunguranjdju) Home Billabong Mardukal Billabong

Jim Jim Billabong Tidal reaches of the South Alligator River

Bushwalking tours Please attached maps of proposed walking routes

Jarrangbarnmi (Koolpin Gorge) Regular access Casual access

Igoymarrwa Regular access Casual access

Safari camp (semi-permanent)

Merl Djarradjin (Muirella Park) Karnamarr

Mardukal Gunlom

9. Length of licence term applied for 5 years Other

Selection Criteria

Address all selection criteria and attach any documentation to support your claims

SECTION A: Approvals and other compulsory criteria

1. Consistency with current planning documents

Activities must be consistent with the [Kakadu National Park Management Plan 2016-2026](#) aims for visitor management and park use and any tourism plans for the park.

- a) Please provide a description of your business and the visitor experiences that would be offered under this licence (eg; sample itinerary, product description, frequency, pax, months of operation). For bushwalking tours, please attach topography maps (scale 1:50,000), detailing proposed route and camp sites:

2. Environmental impact assessment (NEW ACTIVITIES only)

Some activities unless previously approved, may require environmental impact assessment by the park and other activities may require assessment and approval by the Minister under the EPBC Act. For further guidance refer to section 8.3 of the [Kakadu National Park Management Plan 2016-2026](#).

- a) Has an Environmental Impact Assessment been carried out in accordance with the park's management plan:

Yes No N/A Unsure

3. Approval by Board of Management and/or Relevant Aboriginal Owners (NEW ACTIVITIES only)

For new types of commercial tourism activities or significant changes to existing approved licensed activities, relevant Aboriginal Owners and/or the Board of Management may need to be consulted for approval.

- a) Has board approval been given for the activity?

Yes No N/A Unsure

4. Insurance, tour guide training and accreditation

- a) **Insurance** - the Director of National Parks requires \$20 million in public liability insurance for all commercial tourism operations. A certificate of currency is required.

Is \$20 million in Public Liability Insurance in place for the activity? (attach certificate of currency)

Yes No

- b) **Tour Guide Training** - It is compulsory for all tour guides working in Kakadu National Park to have successfully completed the *Knowledge for Tour Guides* course delivered by Charles Darwin University.

Have tour guides completed the *Kakadu Knowledge for Tour Guides*?

Yes No

(List the names of all tour guides involved in the proposed activity on page 9)

- c) **First Aid Training** - the minimum requirement for tour guides is Level 2 Senior First Aid certificate or equivalent and Remote First Aid certificate for bushwalking tours and tours to Jarrangbarnmi.

Do tour guides hold current first aid certificates required for the activity?

Yes No

- d) **Accreditation** - Applicants are required to hold tourism accreditation through a recognised program to be issued with a tourism licence. Accreditation must be maintained for the duration of the licence. A copy of the accreditation certificate, or evidence that the applicant is currently involved in seeking accreditation, must be provided with the application. See Question 7 in the Application Form above.

e) **Do you have current commercial vehicle licences** as administered by NT/State Governments?

Yes No N/A

f) **Sports fishing tours only:**

i. NT Fishing Tour Operator Licence for each guide (attach copies)

Yes No

ii. Coxswains certificate for each guide (attach copies)

Yes No

iii. Marine survey certificate/s (attach and provide vessel details on page 10)

Yes No

SECTION B: Scored criteria out of 100 points. A minimum of 80 points is required to be eligible for a licence.

Quality of Business, product, staff and equipment (70 points in total)

1. Quality - A high standard of business operation including customer service must be demonstrated. (15 points)

- a) Please describe your history of carrying out this activity or related activity and how you maintain high standards. For NEW ACTIVITIES only, provide a business plan demonstrating financial viability.
- b) Please provide details of how you will provide quality customer service (examples include customer service charter, policies, training handbook and procedures):
- c) Please list any tourism awards, Trip Advisor certificates, industry involvement and industry memberships (eg TTE):

2. Environmental sustainability for the activity (10 points)

- a) Please describe the environmentally sustainable initiatives and practices you will put in place for this licence activity:

3. Risk management and visitor safety (15 points)

A high standard of risk management and visitor safety is required. For visitors this includes incident management, reasonable supervision, considerations of differing levels of fitness, experience and abilities, supply of sufficient water for participation in activities etc.

- a) Please attach a Risk Management Plan and emergency procedures for the licence activity.
- b) Please attach your COVID-19 'Statement of Commitment' and COVID-Safe plan outlining measure in place to protect staff, clients and community.

4. Professionalism of staff involved in the activity, including training and qualifications (15 points)

Professionalism of staff carrying out the proposed activity must be demonstrated. Where appropriate this may include the Australian Qualifications Framework in fields such as Tourism and Hospitality, Outdoor Recreation and Natural Resource Management.

- a) Please describe the experience and skills you require to employ someone for the proposed activity:
- b) Please provide details about any additional qualifications you require (**not** the compulsory requirements covered in Part A, first aid, licences and *Kakadu Knowledge for Tour Guides* etc.):
- c) Please provide details about training (internal and external) provided to the personnel carrying out this activity:

5. Quality of Equipment (15 points)

The equipment that will be used to carry out the proposed activity must be professional and of a high standard. Photos can be included to support your answers. Describe:

- a) Vehicles and maintenance schedule (provide vehicle specifications on page 10)
- b) Fishing tour operators only
 - i. Fishing tackle
 - ii. Boats description and maintenance schedule (provide vessel specifications on page 10)
- c) Any other equipment for the activity (complete 5. e) for safari camps)
- d) List the safety equipment you will use for the activity (eg; communications, first aid kits, life jackets.

Note:

- EPIRB, personal location beacon and/or satellite phones are required for bushwalking.
 - Two-way radio communication and/or satellite phones are required for Jarrangbarnmi and Igoymarrwa.
 - Communications equipment, including a satellite phone, is required for sports fishing tours.
- e) Safari camps only (please attach a site plan with layout of tents, trailers, mess tent etc.):
 - i. How many tents will be used in the safari camp?
 - ii. What size tents will be used and what is the tent structure?
 - iii. What is the maximum number of people in each tent?
 - iv. What type of bedding will be used?
 - v. Is any other equipment proposed to be left on site? (e.g. trailers, cooking equipment, storage shed etc)?
 - vi. How will you manage and maintain the site and equipment?

vii. Additional comments?

BENEFIT TO AND ENGAGEMENT WITH BININJ/MUNGGUY (to be completed by non-Indigenous owned and operated businesses) (30 points in total)

1. Demonstrated experience in business relationships with and/or employment and training Indigenous people including working in mutually beneficial arrangements. (15 points)

- a) Please describe your experience in developing mutually beneficial relationships with Indigenous businesses/organisations, and/or employment and training including history of these activities in the park or elsewhere:
- b) Please describe any proposals for joint venture arrangements or other partnerships with Indigenous businesses/people for this activity:

2. Commitment to providing employment, training and or in-kind support to Bininj/Mungguy. For example; school work experience, apprenticeships, employment and support for community organisations and events. (15 points)

- a) Describe your commitment to provide work experience/on the job training to Bininj/Mungguy. Minimum expected is to offer at least five days of relevant work experience and training each year:
- b) Describe your commitment to Bininj/Mungguy employment. The minimum expected is to always notify Indigenous Associations/Corporations in the park of any suitable job vacancies.
- c) Describe your commitment to support Indigenous owned businesses in the park and/or community organisations and events. Examples are sub-contracting, purchasing, promoting and/or in-kind or sponsorship support for community organisations and events.

OPTIONAL:

Attach written references to support your application (e.g. from industry, Bininj/Mungguy) and/or customer testimonials.

Vehicle and Vessel Stickers

20. Kakadu National Park licenced tour operator vehicle stickers

Note: If your company trades under a variety of names, please list the required number of vehicle/vessel stickers for each trading name:

Business (Trading) Name	Vessel or Vehicle?	Number of stickers
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Total number of stickers

Payment Details

Payment by	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Bank Cheque / Money Order
			Cheque/Money order to "ANP Fund"
Card holder's name		Credit Card number	
Expiry Date	/	Payment amount	AUD \$
Today's Date	/ /	Card holder's signature	

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Agreement

THIS DEED made the day of , 20

WITNESS as follows:

In consideration of the licence issued to the licensee, the licensee agrees to:

- a) release the Director of National Parks, the Commonwealth of Australia, and their servants and agents ('the released parties') from all and any claims which the licensee might at any time hereafter have or have had against the released parties in respect of any injury, loss or damage which may be suffered by the licensee in the course of the licenced activity, except to the extent that any act or omission involving fault on the part of the released parties contributed to the relevant injury, loss or damage; and
- b) indemnify and keep indemnified the Director of National Parks, the Commonwealth of Australia, and their servants and agents ('the indemnified parties') against all actions, proceedings, claims or demands brought against the indemnified parties in respect of any injury, loss or damage arising out of:
 - (i) a breach of the licence conditions by the licensee or the licensee's staff; or
 - (ii) an act or omission involving fault on the part of the licensee or the licensee's staff in carrying on the licenced activity,except to the extent that any act or omission involving fault on the part of the indemnified parties contributed to the relevant liability, loss or damage; and
- c) acknowledge that this licence does not give the licensee any rights to the exclusive use, enjoyment or occupancy of any area; and
- d) take all reasonable steps to ensure that the licensee, the licensee's staff and the licensee's clients comply with the conditions subject to which the licence is issued; and
- e) provide information about the licenced activity as reasonably requested by the Director.

Note: The Director will only request such information for park management and planning purposes, and agrees not to disclose to any other person any information so provided without the express permission of the licensee unless legally required to do so.

Proposed licence holder's name

A copy of this agreement is to be signed by each proposed licence holder, or if the proposed licence holder is a company or other commercial entity, by its duly authorised officer.

Signed

Date / /20

Name (please print)

Position

This agreement is signed in the presence of a witness aged 18 years or older:

In the presence of (witness' name)

Signed

Date / /20

Declaration

I, _____, the applicant for this licence, DECLARE that the information in this application is correct to the best of my knowledge AND I am authorised to complete this application on behalf of all proposed licence holders AND that none of the proposed licence holders have been convicted¹ of, or is presently subject to proceedings for, an offence under:

- c) the EPBC Act or Regulations; or
- d) another law of the Commonwealth or a State or Territory about the protection, conservation or management of native species or ecological communities; or
- e) section 6² of the *Crimes Act 1914* or sections 11.1, 11.4 or 11.5³ of the *Criminal Code* in relation to an offence under a law mentioned in a) or b) above; or
- f) a provision of a law of a State or Territory that is equivalent to a provision mentioned in c) above.

If you cannot make this declaration because a proposed licence holder has been convicted of, or is subject to proceedings for, a relevant type of offence please contact the Licences Officer, Kakadu National Park, for further advice. These matters do not exclude a licence being issued but can be taken into account.

Signed Date / /20

Name (please print)

Position

This declaration is made before a witness aged 18 years or older:

In the presence of (witness' name)

Signed Date / /20

¹ Part VIIC of the *Crimes Act 1914* includes provisions that, in certain circumstances, relieve persons from the requirement to disclose spent convictions and require persons aware of such convictions to disregard them.

The applicant is taken to have been convicted of an offence if, within five years before the application is made, the applicant:

- a) has been charged with, and found guilty of, the offence but discharged without conviction; or
- b) has not been found guilty of the offence, but a court has taken the offence into account in passing sentence on the applicant for another offence.

² Section 6 of the *Crimes Act 1914* deals with being an accessory after the fact.

³ Sections 11.1, 11.4 and 11.5 of the *Criminal Code* deal with attempts to commit offences, inciting to or urging the commission of offences by other people and conspiracy to commit offences.

Submit applications to:

Kakadu National Park

Tourism and Visitor Services

GPO 858, Canberra ACT 2601

E-mail: kakadu.licences@awe.gov.au

Please allow a minimum of 14 days for licences to be processed.

Application Checklist

Use this checklist to ensure your application meets all the necessary requirements for conducting commercial tours. (Please tick box as appropriate.)

Does the proposed licence holder have current public liability insurance cover of \$20 million in respect of each and every claim? Yes No

Will the public liability insurance cover all of the proposed activities in the park? Yes No

Are the details of all the tour guides you employed or contracted to lead tours in Kakadu National Park completed? Yes No

Are the details and registration numbers of vehicles/vessels to be used for the proposed activity completed?

Has all supporting evidence listed in the selection criteria been attached? For example, topographical maps, vessel certificates, risk management plan, camp-site plan etc? Yes No

Have all the questions on this application form been completed? Yes No

Has the agreement on this application form been read, signed and witnessed? Yes No

Has the declaration on this application form been read, signed and witnessed? Yes No

Have payment details for the application fee been provided (see page 12) Yes No

Has the Agreement been read, signed and witnessed? Yes No

Answered no? Please provide a brief explanation to assist us with processing your application:

Office Use Only

Payment was by

Bank Cheque Date the cheque was handed to Business Support

Credit Card Date charged: / / Payment amount charged

Payment receipt generated:

Licence Number

ABN Verification Supporting documents sighted

Compliance Check Licence document generated

Licence database updated Letter generated

Vehicle stickers Saved to SPIRE

Comments: