

How to seek permission for orienteering events

Jan 2024

It is usually the responsibility of the Event Organisers to ensure we have the appropriate permission for our events. See the tables below for land owner/manager information for each map.

You can find the following documents on the [OT Organisers' Toolkit](#):

- Insurance Certificate of Currency
- A generic risk assessment form - please review and adapt as necessary
- A template letter to landowner seeking access

Site Plan

If a site plan is required, usually a pdf copy of our map showing the location of the assembly area is sufficient.

- In Condes, insert a start triangle at the assembly area, and a text box saying something like 'Event hub is at the triangle. Approximately 20 control flags will be distributed over the area represented by this map'.
- *Export* the 'all controls' map to pdf.

If it is necessary to show where the map is, provide a link to [Omaps](#).

Private landholders

Contact details for private landholders, and some more complicated situations, are stored with the maps on our Map Store. The OT Mapping Officer will provide you with this information when they send you the map. If there are any changes please feed this back to the Mapping Officer so the information can be updated.

Land managers

The following table summarises permission requirements for the following managers:

Tasmanian Parks and Wildlife Service (PWS)
City of Clarence Council (CCC)
Hobart City Council (HCC)
Kingborough Council (KC)
Glenorchy City Council (GCC)
Sustainable Timber Tasmania (STT)

Please contact [Sally Wayte](#) if anything here needs updating.

Permission details

Map owner	Time before event	permission	Insurance certificate	Risk assess	Site plan
Private	2 months	See map store. Contact Mapping Officer (mapping@tasorienteeing.asn.au) If there are any changes please feed this back to the Mapping Officer so the information can be updated.	If requested	no	no
PWS	All events – October previous year Each event - 6 weeks	In October each year OT will provide PWS with a list of all events on PWS-managed land for the following year. Send to: greg.wall@parks.tas.gov.au The relevant PWS Regional Operations Manager must be informed six weeks prior to conducting the event. See detailed information plus email template in the document 'Events on PWS-managed land' on the OT Organisers' Toolkit .	yes	no	yes
CCC	8 weeks	Prepare a site plan in Condes (pdf copy of map showing location of assembly area), then fill in this form https://www.ccc.tas.gov.au/events-on-council-land-application-form/ Use the risk assessment from the Organisers Toolkit.	yes	Yes	yes
HCC	All events - beginning of year Each event -1 month	<ul style="list-style-type: none"> At the beginning of the year Australopers will provide HCC with a list of all events on HCC-managed land. Include the generic risk assessment, and the location of assembly areas. We have agreed to pay an annual fee of \$140. Prior to each event (1 month) the organisers of the event should submit a map showing the assembly point for the event, a rough indication of the area covered by courses, and an updated risk assessment if that area has any out of the ordinary risk factors. Send to: Parks@hobartcity.com.au and Rob Armstrong armstrongro@hobartcity.com.au who can help with any special site issues. 	yes	yes	yes

Map owner	Time before event	permission	Insurance certificate	Risk assess	Site plan
KC	?	Fill in the form under 'Community Events' on this page: https://www.kingborough.tas.gov.au/forms-2/community-forms/	yes	no	yes
GCC	8 weeks	https://www.gcc.tas.gov.au/discover-glenorchy/events/submit-an-event/	yes	yes	yes
STT	2 weeks	permission form	yes	no	map
Schools	4 weeks	Contact the School Business Manager. Obtain contact details via internet search			

South

Map	Owner/manager
Battery Point	HCC
Bellerive	CCC
Bluff River	Private
Botanical Gardens	RTBG – see sample letter on map store
Calverts Beach	PWS
Cenotaph	HCC
Clarence River Marshes	PWS
Coningham	PWS
Cornelian Bay	See document on map store
Curryjong Rivulet	Private
Geilston Gully	CCC
Gorringes Beach	CCC
Howrah	CCC
Johnny Macs	Private
Kangaroo Bay	CCC
Karanja MTBO	See map store
Kellevie	Private
Kingborough Wetlands	KC
Knocklofty	HCC
Lambert Gully & Hutchins	HCC and Hutchins School
Lieemunetta	Private
Lovely Banks	Private
Montagu Bay	See map store
Mosquito Plains (Springvale)	Private
Mt Nelson	See map store
Natone Hill	CCC
Peter Murrell	PWS and Pony Club
Pittwater	PWS
Poimena	GCC
Queens Domain	HCC
Risdon Brook	Permission not required
Rokeby Hills	Private
Sandown Park	HCC
Seven Mile Beach	PWS
Stags Head	Private
Stonehenge	Private
Stringybark Gully	PWS
Taroona	KC
Tolosa Park	GCC
UTas, Sandy Bay	See map store
Waterworks	HCC
Waverley Park	CCC
Wild Dog Creek	Private

East Coast

Map	Owner/manager
Bells Marsh	PWS
Bicheno	Council?
Coles Bay	PWS
Golden Fleece	PWS
Hunt Tin Mine	STT
Kelvedon	Private
Littlechild and Livelys Bog	PWS
Mt Pearson	PWS
Transit Flat	PWS

Royal George and Avoca

Map	Owner/manager
Rajah Rock	PWS and private
St Pauls	PWS and private