How to seek permission for orienteering events

Oct 2026

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.

Documents
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 landholder seeking access

The Australopers Certificate of Incorporation (may be needed by councils to show not-for-profit status) can be found on the Australopers webpage.

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 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.

Contact details for private landholders are on the Map Store (on the file-sharing system Freedcamp)
Contact details for private landholders, and some more complicated situations, are stored with the maps on our **Map Store**. The OT Mapping Officer, our mappers and a few other OT officials have access to this store. Ask the OT Mapping Officer to 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)
Huon Valley Council (HVC)
Sustainable Timber Tasmania (STT)
University of Tasmania (UTas)

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	Information is on the Map Store. Contact the Mapping Officer (mapping@tasorienteering.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	maybe	yes
CCC	8 weeks	Clarence have a form to fill in for use of their facilities. The form is generally for one event though we are able to put all the years events on one form. The most useful person to talk to if there are any difficulties is Andrew Brown abrown@ccc.tas.gov.au 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	• At the beginning of the year Australopers will provide HCC with a list of all events on HCC-managed land. Send to: openspacebookings@hobartcity.com.au . Include the generic risk assessment, our Certificate of Incorporation to show we are not-for-profit (this is on the Australopers webpage), our Insurance Certificate of Currency, and the location of assembly areas. • Our events are classified under the non-commercial group activity fee which is for things like community walking and exercise groups. The annual permit fee is $160.	yes	yes	yes

Map owner	Time before event	permission	Insurance certificate	Risk assess	Site plan
		• Prior to each event (1 month) the organisers of the event should fill in the Open Spaces booking form (find a link on this page). You will need to 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.			
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
HVC	2 weeks	Community Event Permit Application - Huon Valley Council Also courtesy contact Friends of Randalls Bay	yes	yes	yes
STT	2 weeks	see here for info re permits	yes	no	map
Schools	4 weeks	Contact the School Business Manager. Obtain contact details via internet search	probably	?	?
UTas	?	venuehire.office@utas.edu.au	probably	?	?

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
Randalls Bay	HVC
Risdon Brook	Permission not required
Rokeby Hills	Private
Sandown Park	HCC
Seven Mile Beach	PWS, CCC and Airport (see map store)
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