

# COMMERCIAL VISITOR SERVICES (CVS)

## APPLICATION FOR A BUSINESS TO CONDUCT A COMMERCIAL VISITOR SERVICE ACTIVITY WITHIN THE FOLLOWING AREAS:

- NATIONAL PARK
- STATE RESERVES
- STATE FOREST
- WELLINGTON PARK
- OTHER CROWN LAND

### Notes for Applicants:

- Before lodging your application, please call the Commercial Visitor Service Unit to discuss your proposal.  
CVS License Ph. (03) 6233 3636  
Filming Agreement Ph. (03) 6233 2115/6233 3636  
CVS Lease Ph. (03) 6233 2115
- Applicants requesting access to Forestry Tasmania controlled lands must provide a copy of any brochures, note sheets and/or interpretation information that is provided to their clients.
- Applicants will need to develop an Operations Manual prior to being granted a CVS Licence. The Operations Manual should describe the business and operation in detail, describe all safety and environmental risks which are inherent in the operation and demonstrate how these risks are adequately mitigated through procedures, such as equipment provided, training, and briefings.
- Applications will be assessed when the appropriate APPLICATION FEE \* is paid.

## LODGEMENT CHECKLIST

Thank you for your application. Please ensure that you have:

- Completed all relevant sections in full
- Signed and completed the declaration on page 8
- Attached all maps/plans with routes and locations clearly marked
- Attached any additional information supporting your application
- Labelled each attachment for easy identification
- Included the application fee.

### \*APPLICATION FEE

The application fee for a CVS License is \$50 and is payable on lodgment of this application. *The Commercial Visitor Services Guide for Operators* provides details of all fees and relevant contracts related to this application.



Office Use Only

Fee Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

## Section A - Applicant Details

1. **Personal Details** \*Please note, the persons named on this form will have responsibility for the resulting contract. Please ensure you give us your full name/s.

Title: Surname: \_\_\_\_\_

Given Names (s) \_\_\_\_\_

Occupation (s): \_\_\_\_\_

Title: Surname: \_\_\_\_\_

Given Names (s) \_\_\_\_\_

Occupation (s): \_\_\_\_\_

2. **Business Details**

Business Name (ie. Trading as): \_\_\_\_\_

Company Name (Pty &/or Ltd): \_\_\_\_\_

ACN: \_\_\_\_\_ ABN: \_\_\_\_\_

Please indicate the number of Directors \_\_\_\_\_

Site Address where business is conducted: \_\_\_\_\_

\_\_\_\_\_

3. **Contact Details**

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone No. (Private) \_\_\_\_\_ Phone No. (Business) \_\_\_\_\_

Mobile No. \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

## Section B - Background Experience of Applicant

Please provide relevant information relating to your ability to carry out the proposed activity (for example, details of previous CVS contracts, membership of professional organisations and relevant qualifications). *Please attach details (include a resume if you have one).*

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## Section C - Business Details/Plan

### Proposed Activity

Please tick all boxes that help describe the proposed activity:

Services	<input type="checkbox"/> Accommodation provision to the general public (e.g. huts, campground) <input type="checkbox"/> Bus transport <input type="checkbox"/> Ferry transport <input type="checkbox"/> Rental of equipment to the general public (e.g. boats, bikes etc) <input type="checkbox"/> Retailing to the general public (e.g. café, food van, craft) <input type="checkbox"/> Use of visitor facilities (e.g. barbecues, viewing platforms, show caves etc)
Guided Tours	<input type="checkbox"/> Four-wheel drive vehicle based tours <input type="checkbox"/> Bicycle based tours <input type="checkbox"/> Boat based tours <input type="checkbox"/> Bus tours: up to 8 seats <input type="checkbox"/> Bus tours: 9 – 24 seats <input type="checkbox"/> Bus tours: 25+ seats <input type="checkbox"/> "Tag-a-long" tours (where clients follow the guide in their own vehicle)
Adventure Activities	<input type="checkbox"/> Nature walks and/or bush walks – up to 2 hours <input type="checkbox"/> Bush walks – between 2 hours and 1 day <input type="checkbox"/> Bush walks – overnight <input type="checkbox"/> Abseiling/rock climbing <input type="checkbox"/> Caving <input type="checkbox"/> Fishing (inland or sea) <input type="checkbox"/> Horse riding <input type="checkbox"/> Mountain biking <input type="checkbox"/> Remote area camping <input type="checkbox"/> Sea kayaking/canoeing <input type="checkbox"/> White water rafting
Visitor Activities	<input type="checkbox"/> Aircraft flights/landings <input type="checkbox"/> Cruise boat operation <input type="checkbox"/> Heritage tours (e.g. guided tours of historic sites) <input type="checkbox"/> Licensed camp operation <input type="checkbox"/> Life skill games/team building <input type="checkbox"/> Wildlife viewing
Other	<input type="checkbox"/> Camping in established camp grounds <input type="checkbox"/> Sightseeing <input type="checkbox"/> Spotlight tours <input type="checkbox"/> Survival course <input type="checkbox"/> Vehicular tours <input type="checkbox"/> Sporting events <input type="checkbox"/> Other – please specify <hr/>
Structures	<p>If your activity involves any temporary or permanent structures, please provide the following information as appropriate to your project:</p> <ul style="list-style-type: none"> <li>• Detailed site plan showing location of the proposed structure</li> <li>• Floor plan, artistic impressions, elevations, engineers drawings</li> <li>• Details of colour schemes, finishes, materials</li> <li>• Description of any facilities and services associated with the structure, for example, sewage, power, etc</li> <li>• Landscaping, parking areas, gardens, paths, decks etc</li> </ul>

## Location and group size of activities

Please submit a map/s that clearly indicate the routes chosen, the location of any overnight camps, car parking areas, and the location of activities. Please note that Mt Wellington is administered by the Wellington Park Management Trust.

## Group Size and Client to Guide Ratios

Please note: commercial activities on public lands are subject to group size limits and client to guide ratios. This is to ensure that;

- client safety is not compromised,
- there is adequate staff to ensure there is no environmental effect from the activity, and
- the social impacts of your activity do not impinge on the enjoyment of the areas by other users.

Location of the proposed activity Either list individually or advise collectively (eg Mt Field National Park or All National Parks)	Status (eg National Park, State Forest)	Land Manager	Details of Track or Site to be used	Maximum Group Number	Proposed Client to Guide Ratio	Estimated frequency of visits (per month or per annum)	Proposed timing of this activity (hours or days as applicable)
<i>e.g.Cradle Mountain/Lake St Clair</i>	<i>NP</i>	<i>PWS</i>	<i>Dove Lake Circuit</i>	<i>12</i>	<i>6 to 2</i>	<i>12 per annum</i>	<i>Less than 2 hours</i>

## Aircraft

If your activity involves the landing of aircraft please specify:

The proposed landing sites	
The proposed frequency of landings	
The type of aircraft	

## Steps Involved in Operation

Provide a summary of the main steps of your operation, from your first contact with clients to completion of the activity.

*Please attach additional details if required.*

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## Section D - Description of Actual and Potential Effects of Proposal

Describe the actual and potential effects of your activity, for example, noise pollution. Use the questions below as a starting point for your description. Additional information may be needed and should be attached to your application so that it can aid decision-making. The Commercial Visitor Service Unit of the Parks and Wildlife Service will be able to provide you with some assistance, however if considerable assistance is sought in preparing these sections of the application, you may be charged for the time spent by staff. *(Please attach additional information if required.)*

**Please specify the impact of your proposal and outline methods to avoid, remedy or mitigate the impacts.**

How will natural waterways or bodies of water be affected by or used by your activity?

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How will your activity result in any disturbance of native vegetation?

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How will your activity result in any disturbance to soils, wetlands or any other natural feature during the initial start-up phase or on an ongoing basis?

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What aspects of your activity will be visible from or within or adjoining the areas where you want to conduct your activity?

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In what way will your activity have any effect on, or be affected by, any wildlife species within or near any area where you want to operate?

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How will you ensure that your activity will not introduce any plant material, including weeds or seeds of plants into the area?

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Describe any potential risks of fire associated with your activity?

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Will your activity cause any noise during either the initial start-up phase or on a periodic or ongoing basis?

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Will any other visitors, commercial or private, be present in or near the areas you wish to use?

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Will any aspect of your activity affect current or future public access to or use of either the nominated or adjoining land (ie National, Park, State Forest, State Reserve, Crown Land, etc)?

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Please describe any possible effects your business may have on historic, Aboriginal or archaeological sites?

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How will your activity have positive effects on natural or historic values?

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How will your activity promote understanding of conservation? If yes, please specify

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**Section F - Referees**

Please advise details of two referees who will vouch for the proficiency of the applicant/s in the proposed activity.

Name	Address	Phone Number
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<hr/>	<hr/>	<hr/>

## Section G – Additional Requirements

Please advise which of the following you have in place

Public Liability Insurance

Coverage (minimum \$10 mil AUD):

Name of Insurance Company: \_\_\_\_\_

Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Accreditation under the Tourism Council Tasmania Tourism Program

Relevant First Aid Certificates for all guides, leaders, drivers at least to the level of Workplace Safety Level 1 or equivalent.

All necessary approvals/licences from Marine and Safety Tasmania (if boating transport is provided).

Accreditation by the Department of Infrastructure, Energy and Resources to permit public passenger vehicle services (if vehicular transport is provided).

## Section H - Other

Is there any further information you wish to supply in support of your application? *Please attach if necessary.*

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## Section I - Declaration

**I certify that the information provided on this application form and any attached additional information is, to the best of my knowledge, true and correct.**

Signature of Applicant (s): \_\_\_\_\_

Date:

The Department reserves the right to obtain further information either from the applicant or from any other relevant source. The applicant will be informed as soon as practical from receipt of application if further information is required before this application can be fully processed by the Department. The applicant will be advised of any information obtained from other sources. The cost of obtaining information will be charged to and recovered from the applicant.

**Forward this application to:**

Business Development Officer  
Commercial Visitor Services Unit  
Parks and Wildlife Service  
GPO Box 1751 Hobart 7001

**For enquiries, please contact:**

Business Development Officer on (03) 6233 3636