

# Parks Victoria Group activity statement

Submit one form per group. Forward the completed form to [groupactivities@parks.vic.gov.au](mailto:groupactivities@parks.vic.gov.au). Please note: This form does not automatically guarantee your campsite booking/activity. To check campsite availability and make a booking, visit [www.parkstay.vic.gov.au](http://www.parkstay.vic.gov.au). Parks Victoria will contact you to confirm campsite booking and/or adventure activity.

## Contact details

Group name: \_\_\_\_\_ Address: \_\_\_\_\_  
Coordinator name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency contact (not with visiting group): \_\_\_\_\_ Phone: \_\_\_\_\_  
Licensed Tour Operator name: \_\_\_\_\_ PV#: \_\_\_\_\_

## Group details

Group size: \_\_\_\_\_ No. adults: \_\_\_\_\_ No. children: \_\_\_\_\_  
Type of group:  Primary school  Secondary school  Tertiary institution  Club  Other

Staff names (leader and staff) Phone

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Vehicle make and model Registration number

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## Visit details

Name of park: \_\_\_\_\_  
Arrival date: \_\_\_\_\_ Est. time of arrival: \_\_\_\_\_  
Departure date: \_\_\_\_\_ Est. time of departure: \_\_\_\_\_

## Activity summary

Please complete the following or attach your itinerary and map showing visit details.

Activity (e.g. cycling, abseiling, hiking)	Date	Location / Route (Name or GPS/Grid)	No. of People	Comments
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## Camping requirements (if applicable)

Have you booked using ParkStay?  If yes, provide itinerary number:

Campsite (name or GPS/Grid)	Date	No. of people	No. of sites required	Comments
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## Please confirm the following

- A risk assessment for this visit has been undertaken, including location, activity and group specifics.
- The group will be carrying appropriate clothing and safety equipment.
- The group will meet the conditions of the Adventure Activity Standards, along with any additional specific risk management practices required by my group, e.g.: the state school required Safety Guidelines for Education Outdoors; the Scouts Adventurous Activities Policy.
- The group will meet the requirements of the Parks Victoria Minimal Impact Guidelines.
- An itinerary and map showing details of our proposed visit is attached.

Name:

Position:

Date:

Once assessed this form will returned to sender and may contain special conditions of use.

Office use only

Reviewed by:

Date:

Comment:

Condition of use:

Please make all participants aware before the activity commences, of:

- potential hazards and conditions that may be encountered during the activity including, but not limited to, heights, exposure to weather, risk of fire, open water, tidal conditions, rapid flowing water, fauna and flora
- the nature of the experiences that participants may encounter during the activity
- ensure procedures are in place to minimise the risk of potential hazards of the activity to participants, including, but not limited to
- pretour briefings, appropriate safety equipment and head counts
- ensure that all participants comply with all conditions applied to this document.