



# APPLICATION FOR R.T.A. LICENCE /PERMIT OF AUTHORISATION



for a mechanically propelled vehicle activity.

## 1. ORGANISER

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_

Operating Company Name /Club Trading Entity/ Insured Entity \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## 2. VENUE & EVENT DETAILS:

Name & Type of Event being Organised: \_\_\_\_\_

Vehicles used to participate in the event: \_\_\_\_\_

Date: From \_\_\_\_\_ to: \_\_\_\_\_ (inc) Are you applying for annual authorisation? Yes/No \*

Venue where principal activities are to be held: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Do you have landowner permission for any private property? Yes/No/NA \*

Do you have local authority permission for the use of any public areas? Yes/No/NA\*

Please state approximately how many of the following will attend per day:

Participants: \_\_\_\_\_ Marshals: \_\_\_\_\_ First Aiders: \_\_\_\_\_

Paramedics: \_\_\_\_\_ Ambulance Technician: \_\_\_\_\_ Ambulances: \_\_\_\_\_  
(a person trained to administer drugs or gasses)

Has this particular event been held: -

a) On at least 3 previous occasions? Yes/No \*

\* Please delete as necessary

b) At this location? Yes/No \*

c) At other locations? Yes/No \*

Please include an Ordnance Survey or Google map with any tracks or arenas marked plus the outer curtilage of the venue highlighted.

How many spectators do you expect approximately at any one event? \_\_\_\_\_

How many fire extinguishers will be on site? \_\_\_\_\_

## 3. EXPERIENCE OF PERSON OR COMPANY RESPONSIBLE FOR ORGANISING EVENT:

How many events of this type and size has such a person or company organised? \_\_\_\_\_ events.

How many years has the person or company operated under the present name? \_\_\_\_\_ years.

Details of the following event officials:

COMPANY SAFETY OFFICER: Name \_\_\_\_\_ Tel: \_\_\_\_\_

CHIEF FIRST AID OFFICER: Name: \_\_\_\_\_ Tel: \_\_\_\_\_

RACE OR EVENT DIRECTOR (Clerk of the Course): Name: \_\_\_\_\_ Tel: \_\_\_\_\_

SECRETARY OF THE EVENT: Name: \_\_\_\_\_ Tel: \_\_\_\_\_

**4. INSURANCE:**

Who are the event insurers? \_\_\_\_\_

***PLEASE INCLUDE A PHOTOCOPY OF THE CURRENT CERTIFICATE OF INSURANCE THE IOPD requires it is NAMED ALONG WITH THE LANDOWNER AS AN INDEMNIFIED PARTY (This should be easily attained by request from your broker at no extra charge).***

Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Are you in receipt of a written quotation? Yes/No \* \* If yes, please include a photocopy for our files

***Please give a brief summary of insurance cover applied for and obtained. If applying for an annual exemption, please also include the applicable Policy No:***

\_\_\_\_\_  
\_\_\_\_\_  
Policy No: (if applicable) \_\_\_\_\_

**5. ARENA & SAFETY ZONES**

The length and width of the arena/circuit or track: \_\_\_\_\_

The surface of above is made of: Tarmac/Gravel/Grass/Other (please state) \_\_\_\_\_

All spectator barriers are made of: Rope & Stakes/Temporary interlocking steel barriers/permanent fencing/concrete wall/solid timber fence/Armco/earth bank/other (please state) \_\_\_\_\_

***The enclosed arena/track/circuit plan must note in detail the length, width, type and position of safety zones/crowd barriers.***

**6. EVENT ORGANISATION:**

Please enclose the following:

- a) A fully detailed arena/track or circuit plan also noting the position of marshals/first aid/fire equipment and safety zones.
- b) If applicable, a summary of the motor sports, emergency service, first aid & spectator control experience of key personnel.
- c) If applicable, a summary of the equipment carried by the first aid personnel, fire units, doctor, ambulance etc.
- d) Names, titles, Tel numbers and brief summary of the motor activity experience of the following officers: I) Company Safety Officer, II) Chief First Aid Person, III) Event or Race Director.
- e) A detailed summary of the type of event, its composition, type/or class of vehicles used and a copy of the event(s) rules and regulations/codes of practice/supplementary regulations.
- f) An IOPD Method Statement or equivalent (i.e. What you are going to do and how you are going to do it).
- g) An IOPD Risk Assessment or equivalent. (Both available from the IOPD directly)

Have the following civil organisations been informed of your event(s)?

Local Police: Yes/No \* Local Hospital: Yes/No\*

\*Please delete as applicable

**7. SIGNATURE:**

I (Name) \_\_\_\_\_ of (Company) \_\_\_\_\_

herein apply for (annual/day) \_\_\_\_\_ IOPD Off Road Auto Activity authorisation permit /

licence under the Road Traffic Act (as amended by the 1991 Road Traffic Act) for the here noted venue and event(s). I understand that a site inspection is mandatory.

I also agree to the details that I have provided being stored by the IOPD in order that it can service and administer the needs of the Organisation.

I enclose the applicable fee of £ \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



# APPLICATION FOR R.T.A. AUTHORISATION LICENCE / PERMITS



## APPENDIX

When seeking Authorisation, every Off-Road Driving/Riding Event Organiser *must* submit the following for our files:-

- 1) A completed Application for Authorisation form;
- 2) A CV of each key member of staff;
- 3) A written copy of the verbal or written briefing given to each participant(s);
- 4) A brief description of the operational perimeters and a description of the activities undertaken, including any rules or regulations for the activity.
- 5) A copy of the current insurance policy specifically naming the IOPD as an indemnified party under the terms of the policy or confirmation that you are in possession of an insurance quote subject to being Authorised;
- 6) A track or venue plan, showing the boundary or curtilage of the venue.
- 7) A Method Statement, or one supplied by the IOPD available by request.
- 8) A Risk Assessment or one supplied by the IOPD available by request.
- 9) A cheque for £580 paid to The IOPD (BACS details are available on request).

Your black authorisation pack which contains over 20 documents, warning signs, guides and your authorising permit, which exempts you from section 1,2 and 3 of the Road Traffic Act authorising you to stage events off road (off highway) will be dispatched upon receipt of payment.