



Event Organisation Process

Purpose: The purpose of this document is to provide an overview of the process for new and existing event organisers to follow when organising a CCDA sanctioned 4WD competition event.

Scope: This process applies to all CCDA sanctioned events in Australia. It relates to all event Types and vehicle levels. Some additional information, permits or permission may be required, the information within this document is not exhaustive and should be used as a guide in conjunction with communication with the CCDA management committee. The CCDA retains the right to approve or deny any event sanction application for any reason at any time.

Process:

Blue – To be completed by applicant

Black – To be completed by the CCDA management Committee

1. Download and complete APP1 form (Application for approval in principal), email to info@ccda4wd.com.au or table in person at CCDA general meeting.
2. CCDA Committee will consider your application, approve or disapprove (with reason) within 1 calendar month of receiving the application.
3. Once approved complete a full event management plan (EMP1 v1.0) including.
 - a. Completed event management template
 - b. Risk assessments.
 - c. Catering, first aid and official information.
 - d. Permit application information (Planning permit, occupancy permit, office of Sport and Rec. motorsport (NSW) permit.
4. Complete Supplementary Regulations
5. Submit EMP, Supplementary regulations and copies of permits (or applications) to the CCDA Management committee for final approval.
6. CCDA will approve, in writing the sanctioning of the event once satisfied with the EMP, permits and supplementary regulations. (Where addition information is required, will advise the additional requirement required for approval)
7. Certificate of Currency for insurance will be provided.

Notes:

- a. A temporary certificate of currency may be provided prior to final approval to allow permit application. (Where required)
- b. Approval may be revoked at ANY time by a CCDA official if there is a serious breach of safety or deviation from the MoM V10 /EMP.

Documents:

Approval in Principal Form (APP1 v1.0)

Event Management Plan (EMP1 v1.0)