



## LICENSED TOUR OPERATORS – EOI INFORMATION SHEET

A great way to experience the Mount Baw Baw Alpine Resort is with a Licensed Tour Operator (LTO). Licensed tour operators are experts in conducting organised, recreational activities and more. If you want to try something new or meet some like-minded people on your next visit to the Resort, contact Guest Services.

If you are interested in conducting organised tours or recreational activities within the Mount Baw Baw Alpine Resort, please read the below information to learn how to register for a licence.

### Who is required to hold a licence?

A tour operator and activity provider licence is required for any person or business conducting an organised tour or recreational activity, including training, for profit on public land in Victoria.

Southern Alpine Resort Management Board issues and administers tour operator licensing on public land within the Mount Baw Baw Alpine Resort.

For more information on tour operators and activity provider licence requirements (including the relevant Policy, Legislation and Fact Sheets,) go to the [Department of Environment, Land, Water and Planning \(DELWP\)](#) website.

### Fees

Tour operators and activity providers are required to pay fees for:

- Annual Licence Fee, and
- Visitations (use fees)

The Annual Licence fee applies to all licence applications received within each financial year (calendar year) (pro-rata fees are not available). For a standard licence greater than one year the fee can be invoiced as an upfront fee (for the total amount – for the greatest saving on annual licensing fees) or on an annual basis.

The visitations (use fee) is the numbers of persons who participate in tours and activities (per person per day). Regulations prescribe an annual cap on the total visitation (use fees) a tour operator is required to pay. Visitations are invoiced on a quarterly or annual basis.

### 2022-23 Fee schedule

Category	2022-23 fee
Annual fee - standard one year licence	\$312.30
Annual fee - standard licence greater than 1 year (per year)	\$245.00*
Adult visitation (use fee)	\$2.40
Child visitation (use fee) including student	\$1.60

\*multiply this fee by the number of years you wish to apply for.

Additional charges may apply where a LTO requires access to indoor facilities, including power and other utilities.

### **Applications**

Anyone planning on conducting organised tours or recreational activity for profit will need to apply for a licence before commencing any commercial activities within the Resort.

If you are a new applicant, please email [permits@mtbawbaw.com.au](mailto:permits@mtbawbaw.com.au) to schedule a 15-minute phone call with our Environmental Officer and Marketing Manager to discuss your application.

Existing operators wanting to transition to a new LTO permit must submit a new application.

Anyone planning on conducting organised tours or recreational activity for profit will need to apply for a licence before commencing any commercial activities within the Resort. Expressions of Interest are being considered in advance of the 2022 white season (June to September).

Expressions of interest for the 2022 white season close at 5pm on Friday 20 May 2022.

You can apply by undertaking the following steps.

**Step 1 - Preparation:** undertake detailed planning in relation to the Resort and what activities you wish to offer.

Once the plan is finalised, you can complete the Tour Operators Licence Application. When applying, the more detail you can provide, the faster the application process will be (i.e. provide supporting documentation – maps, brochure).

As part of the application process, you will need to supply a Certificate of Currency for Public Liability Insurance to the value of \$20,000,000. Please review this checklist and example of an acceptable [Certificate of Currency \(public and products liability insurance\)](#).

If you are wanting to apply for a 5 or 10-year licence you will need to supply a certificate of tourism accreditation. Further information about applying for a multiple year licence can be found by reading the [Longer term licences fact sheet \(PDF\)](#).

**Before applying please ensure you have prepared the following documentation:**

- Maps (detailing the tracks you plan to operate on and the route you wish to take)
- [Certificate of Currency, Public Liability Insurance](#)
- Accreditation certification (if applying for a long term licence)
- Visitations ([How to report visitations](#), for existing operators only/re-licensing)

**Step 2 - Application:** you can submit your full application or re-licence online via email to [permits@mtbawbaw.com.au](mailto:permits@mtbawbaw.com.au)

The Resort generally takes between 2 and 4 weeks to process an application depending on the complexity of the application.

**Note:** SARMB is unable to finalise an incomplete application.