

Combined District Kart Club Inc  
Y0182347  
PO Box 608  
ST MARYS NSW 1790

Attention Mr Russell Becker  
President

Ref: BOX16 - 358

30 June 2021

Dear Russell

Licence number 81-A-375 issued to Combined District Kart Club Inc pursuant to section 4 of the *Motor Vehicle Sports (Public Safety) Act 1985* (the Act) has been renewed. The licence remains in force until midnight on 30 June 2022.

Conditions imposed on the licence pursuant to section 6(a) and section 6(b) of the Act are attached to the licence.

Please contact me on 13 13 02 or by email ([motorsport@sport.nsw.gov.au](mailto:motorsport@sport.nsw.gov.au)) if you have any questions in relation to the licence.

Yours sincerely

*Tracey Crowther*

Tracey Crowther  
Program  
Coordinator Motor  
Sport team  
Regulation Unit  
Office of Sport



**LICENCE ISSUED UNDER THE  
MOTOR VEHICLE SPORTS (PUBLIC SAFETY) ACT 1985**

**Licence No: 81-A-375**

Licence No. 81-A-375 issued to Combined District Kart Club Inc is renewed under the *Motor Vehicle Sports (Public Safety) Act 1985* (the Act). The licence authorises the holding of meetings for motor vehicle racing at Lot 2 DP: 5, 137 Oakey Forest Road, Marrangaroo at which karts may compete.

The licence remains in force until midnight on 30 June 2022.

This licence is subject to the conditions imposed under section 6(a) and section 6(b) of the Act as specified in the attached *Licence Conditions Schedule*.



*Anita Jensen*

Anita Jensen  
Regulatory Officer  
Office of Sport  
30 June 2021

## LICENCE CONDITIONS SCHEDULE

### Prescribed licence conditions

Imposed pursuant to Section 6(a) of the *Motor Vehicle Sports (Public Safety) Act 1985*

<b>1</b>	<p><b>Insurance required</b></p> <p>Before the ground is used for motor vehicle racing or practice, the licensee is to provide the Chief Executive [Office of Sport] with evidence satisfactory to the Chief Executive that public risk insurance cover has been effected in respect of all claims arising out of each meeting at the ground. The State of New South Wales (represented by the Minister [of Sport]) must be noted on the insurance policy as an insured or interested party for its respective rights and interests.</p>
<b>2</b>	<p><b>Insurance to be maintained</b></p> <p>The licensee must maintain the insurance cover during the currency of the licence and notify the Chief Executive [Office of Sport] immediately on receipt of any advice from the insurer of intention to cancel the policy.</p>
<b>3</b>	<p><b>Notice of meeting to police and ambulance service</b></p> <p>The licensee must, at least 14 days before the holding of a race meeting at the ground, give notice in writing of the intended meeting to each of the following:</p> <p>(a) the officer-in-charge of the police station nearest to the ground,</p> <p>(b) the officer-in-charge of the ambulance station nearest to the ground.</p>
<b>4</b>	<p><b>Fire-fighting appliances</b></p> <p>The licensee must provide and maintain serviceable fire-fighting appliances as required by the Minister for the type of motor vehicle racing conducted at the ground.</p>
<b>5</b>	<p><b>Maintenance of safety fences</b></p> <p>The licensee must maintain all fences and other safety devices constructed at the ground in such condition as is necessary to ensure that they provide the protection they are designed to provide.</p>
<b>6</b>	<p><b>Directions for additional safety measures</b></p> <p>The licensee must comply with any written direction of the Minister served on the licensee requiring the construction of a fence or any other safety device at the ground to such specifications as are stated in the direction.</p>
<b>7</b>	<p><b>Location of pit area or paddock area</b></p> <p>The licensee must comply with any written direction of the Minister served on the licensee requiring that the location of a pit area or paddock area be changed.</p>
<b>8</b>	<p><b>Plan of ground to be displayed</b></p> <p>The licensee must keep the licence for the ground displayed in a position accessible to all patrons together with a copy of the plans of the ground showing the location of the various facilities at the ground, including any pit and paddock areas and any unauthorised areas.</p>
<b>9</b>	<p><b>Toilet facilities</b></p> <p>The licensee must provide and maintain sanitary accommodation for both sexes in such quantity and at such a standard as are satisfactory to the local council.</p>

<b>10</b>	<b>Inspection of ground</b> The licensee must ensure that access is available to all parts of the ground: (a) to any police officer on duty, and (b) to any person authorised to inspect the ground by the Minister, who desires to carry out an inspection for the purpose of ascertaining whether the Act, the regulations and the conditions of the licence are being complied with.
<b>11</b>	<b>Reporting of serious accidents</b> If, during a race meeting at the ground, a person dies or is injured in a way that requires medical attention, the licensee must give an accident report (in a form approved by the Chief Executive [Office of Sport]) to the Chief Executive and the officer-in-charge of the nearest police station as soon as is reasonably practicable.
<b>12</b>	<b>Notification of change in ownership of ground</b> The licensee of a ground must notify the Chief Executive [Office of Sport] immediately of any change in the person or persons who have the right to immediate possession of the land on which the ground is situated.
<b>13</b>	<b>Notification of alterations to configuration of track</b> The licensee must obtain the prior approval of the Chief Executive [Officer of Sport] for any alteration to the configuration of the racing track at the ground.

### **Other licence conditions**

Imposed pursuant to section 6(b) of the *Motor Vehicle Sports (Public Safety) Act 1985*

<b>14</b>	The licensee must, at least 14 days before the holding of a race meeting at the ground, give notification in writing of the intended meeting to the Chief Executive, Office of Sport using the Office of Sport Motor Vehicle Race Meeting Notification form. The licensee must provide evidence of holding the public risk insurance cover specified in Condition No. 1 with the notification.
<b>15</b>	The licensee must submit to the Chief Executive, Office of Sport a completed Office of Sport Certificate of Compliance for each motor vehicle race meeting held at the ground. The Certificate of Compliance must be received at the Office of Sport no later than 7 days after the last day of the meeting.
<b>16</b>	The licensee must ensure that there is an Emergency Management Plan for the ground and that each user of the ground integrates its activities into this plan.
<b>17</b>	The licensee must ensure that each user of the ground is adequately covered by insurance.
<b>18</b>	The licensee must ensure that provision is made at the ground for a dedicated area for parking and marshalling of emergency vehicles, and that any such area is sign posted accordingly.
<b>19</b>	The licensee must ensure the provision of ready access to and from each track area at the ground for emergency vehicles and personnel.
<b>20</b>	A qualified first aid officer as a minimum must be on duty at all times while the ground is in use.
<b>21</b>	The licensee must ensure all access points to each track and pit area at the ground are secured at all times by a keyed or padlocked gate, a padlocked chain, or physically manned by authorised persons while the ground is in use.
<b>22</b>	Signs must be located at the ground indicating all restricted areas.
<b>23</b>	The licensee must ensure spectators are prohibited from entering those areas of the ground to which they are not authorised by the provision of safety fencing, spectator control fencing and marshals and signage indicating the unauthorised areas.

<b>24</b>	The licensee must comply with any lawful request given by a member of the NSW Police Force.
<b>25</b>	The licensee must provide sufficient licensed security officers at the ground following consultation with the NSW Police Force.
<b>26</b>	The licensee must ensure that all relevant employees, volunteers, race officials and competitors are aware of, and comply with, the requirements of the <i>Motor Vehicle Sports (Public Safety) Act 1985</i> , the <i>Motor Vehicle Sports (Public Safety) Regulation 2015</i> and the conditions imposed on the licence.
<b>27</b>	The licensee must comply with the development consent granted by the local council for the ground and any conditions imposed on that consent.
<b>28</b>	The licensee must ensure that persons undertaking duties at the ground, including race officials and stewards, hold accreditation appropriate to the role and the level at which they are expected to work.
<b>29</b>	The licensee must ensure that competitors involved in motor vehicle race meetings held at the ground have completed the relevant tests, assessments and training courses, and hold the appropriate licences or certificates, for involvement in the activity.
<b>30</b>	All notifications, submissions, information and other documents required to be provided or submitted to the Office of Sport must be made via email to <a href="mailto:motorsport@sport.nsw.gov.au">motorsport@sport.nsw.gov.au</a> or by post addressed to the Office of Sport, Regulation Unit, Locked Bag 1422, Silverwater, NSW, 2128.
<b>31</b>	The licensee must ensure that meetings for motor vehicle racing held at the ground are conducted in accordance with the conditions, rules and regulations of Karting (New South Wales) Incorporated, and under a permit issued by Karting (New South Wales) Incorporated.

**END CONDITIONS**

# Certificate of Compliance

Motor Vehicle Sports (Public Safety) Act 1985

Licence No.: **81-A-375**

Licensee: **Combined District Kart Club Inc**

Licensed Ground: **Lithgow City Kart Raceway**

Date of Motor Vehicle Race Meeting: \_\_\_\_\_

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## Instructions

The licensee must submit to the Chief Executive, Office of Sport a completed Office of Sport Certificate of Compliance for each motor vehicle race meeting held at the ground. The Certificate of Compliance must be received at the Office of Sport no later than 7 days after the last day of the meeting. The Certificate of Compliance must record whether the motor vehicle race meeting was held in accordance with each condition imposed on the licence by placing a circle around either 'Yes' or 'No'.

Certificates of Compliance must be submitted to the Office of Sport via email to [motorsport@sport.nsw.gov.au](mailto:motorsport@sport.nsw.gov.au) or by post to Locked Bag 1422, Silverwater, NSW, 2128.

Prescribed Conditions		Condition Met (Circle as appropriate)
<b>1</b>	<b>Insurance required</b> Before the ground is used for motor vehicle racing or practice, the licensee is to provide the Chief Executive [Office of Sport] with evidence satisfactory to the Chief Executive that public risk insurance cover has been effected in respect of all claims arising out of each meeting at the ground. The State of New South Wales (represented by the Minister [of Sport]) must be noted on the insurance policy as an insured or interested party for its respective rights and interests.	<b>Yes / No</b>
<b>2</b>	<b>Insurance to be maintained</b> The licensee must maintain the insurance cover during the currency of the licence and notify the Chief Executive [Office of Sport] immediately on receipt of any advice from the insurer of intention to cancel the policy.	<b>Yes / No</b>
<b>3</b>	<b>Notice of meeting to police and ambulance service</b> The licensee must, at least 14 days before the holding of a race meeting at the ground, give notice in writing of the intended meeting to each of the following: (a) the officer-in-charge of the police station nearest to the ground, (b) the officer-in-charge of the ambulance station nearest to the ground.	<b>Yes / No</b>
<b>4</b>	<b>Fire-fighting appliances</b> The licensee must provide and maintain serviceable fire-fighting appliances as required by the Minister for the type of motor vehicle racing conducted at the ground.	<b>Yes / No</b>

<b>5</b>	<b>Maintenance of safety fences</b> The licensee must maintain all fences and other safety devices constructed at the ground in such condition as is necessary to ensure that they provide the protection they are designed to provide.	<b>Yes / No</b>
<b>6</b>	<b>Directions for additional safety measures</b> The licensee must comply with any written direction of the Minister served on the licensee requiring the construction of a fence or any other safety device at the ground to such specifications as are stated in the direction.	<b>Yes / No</b>
<b>7</b>	<b>Location of pit area or paddock area</b> The licensee must comply with any written direction of the Minister served on the licensee requiring that the location of a pit area or paddock area be changed.	<b>Yes / No</b>
<b>8</b>	<b>Plan of ground to be displayed</b> The licensee must keep the licence for the ground displayed in a position accessible to all patrons together with a copy of the plans of the ground showing the location of the various facilities at the ground, including any pit and paddock areas and any unauthorised areas.	<b>Yes / No</b>
<b>9</b>	<b>Toilet facilities</b> The licensee must provide and maintain sanitary accommodation for both sexes in such quantity and at such a standard as are satisfactory to the local council.	<b>Yes / No</b>
<b>10</b>	<b>Inspection of ground</b> The licensee must ensure that access is available to all parts of the ground: (a) to any police officer on duty, and (b) to any person authorised to inspect the ground by the Minister, who desires to carry out an inspection for the purpose of ascertaining whether the Act, the regulations and the conditions of the licence are being complied with.	<b>Yes / No</b>
<b>11</b>	<b>Reporting of serious accidents</b> If, during a race meeting at the ground, a person dies or is injured in a way that requires medical attention, the licensee must give an accident report (in a form approved by the Chief Executive [Office of Sport]) to the Chief Executive and the officer-in-charge of the nearest police station as soon as is reasonably practicable.	<b>Yes / No</b>
<b>12</b>	<b>Notification of change in ownership of ground</b> The licensee of a ground must notify the Chief Executive [Office of Sport] immediately of any change in the person or persons who have the right to immediate possession of the land on which the ground is situated.	<b>Yes / No</b>
<b>13</b>	<b>Notification of alterations to configuration of track</b> The licensee must obtain the prior approval of the Chief Executive [Officer of Sport] for any alteration to the configuration of the racing track at the ground.	<b>Yes / No</b>
<b>Other Conditions</b>		<b>Condition Met</b> (Circle as appropriate)
<b>14</b>	The licensee must, at least 14 days before the holding of a race meeting at the ground, give notification in writing of the	<b>Yes / No</b>

	intended meeting to the Chief Executive, Office of Sport using the Office of Sport Motor Vehicle Race Meeting Notification form. The licensee must provide evidence of holding the public risk insurance cover specified in Condition No. 1 with the notification.	
15	The licensee must submit to the Chief Executive, Office of Sport a completed Office of Sport Certificate of Compliance for each motor vehicle race meeting held at the ground. The Certificate of Compliance must be received at the Office of Sport no later than 7 days after the last day of the meeting. The Certificate of Compliance must record whether the motor vehicle race meeting was held in accordance with each condition imposed on the licence.	Yes / No
16	The licensee must ensure that there is an Emergency Management Plan for the ground and that each user of the ground integrates its activities into this plan.	Yes / No
17	The licensee must ensure that each user of the ground is adequately covered by insurance.	Yes / No
18	The licensee must ensure that provision is made at the ground for a dedicated area for parking and marshalling of emergency vehicles, and that any such area is sign posted accordingly.	Yes / No
19	The licensee must ensure the provision of ready access to and from each track area at the ground for emergency vehicles and personnel.	Yes / No
20	A qualified first aid officer must be on duty at all times while the ground is in use.	Yes / No
21	The licensee must ensure all access points to each track and pit area at the ground are secured at all times by a keyed or padlocked gate, padlocked chain or physically manned by authorised persons while the ground is in use.	Yes / No
22	Signs must be located at the ground indicating all restricted areas.	Yes / No
23	The licensee must ensure spectators are prohibited from entering those areas of the ground to which they are not authorised by the provision of safety fencing, spectator control fencing, marshals and signage indicating the unauthorised areas.	Yes / No
24	The licensee must comply with any lawful request given by a member of the NSW Police Force.	Yes / No
25	The licensee must provide sufficient licensed security officers at the ground following consultation with the NSW Police Force.	Yes / No
26	The licensee must ensure that all relevant employees, volunteers, race officials and competitors are aware of, and comply with, the requirements of the <i>Motor Vehicle Sports (Public Safety) Act 1985</i> , the <i>Motor</i>	Yes / No



	<i>Vehicle Sports (Public Safety) Regulation 2015</i> and the conditions imposed on the licence.	
<b>27</b>	The licensee must comply with the development consent granted by the local council for the ground and any conditions imposed on that consent.	<b>Yes / No</b>
<b>28</b>	The licensee must ensure that persons undertaking duties at the ground, including race officials and stewards, hold accreditation appropriate to the role and the level at which they are expected to work.	<b>Yes / No</b>
<b>29</b>	The licensee must ensure that competitors involved in motor vehicle race meetings held at the ground have completed the relevant tests, assessments and training courses, and hold the appropriate licences or certificates for involvement in the activity.	<b>Yes / No</b>
<b>30</b>	All notifications, submissions, information and other documents required to be provided or submitted to the Office of Sport must be made via email to <a href="mailto:motorsport@sport.nsw.gov.au">motorsport@sport.nsw.gov.au</a> or by post addressed to the Office of Sport, Regulation Unit, Locked Bag 1422, Silverwater, NSW, 2128.	<b>Yes / No</b>
<b>31</b>	The licensee must ensure that meetings for motor vehicle racing held at the ground are conducted in accordance with the conditions, rules and regulations of Karting (New South Wales) Incorporated and under a permit issued by Karting (New South Wales) Incorporated.	<b>Yes / No</b>

I, (Print full name) \_\_\_\_\_,

- am authorised by the licensee to complete this Certificate of Compliance,
- certify that the information contained in this Certificate of Compliance is true and correct in every detail,
- understand that giving false or misleading information is a serious offence.

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

# Accident Report

Motor Vehicle Sports (Public Safety) Act 1985

Licence No.: **81-A-375**

Licensee: **Combined District Kart Club Inc**

Licensed Ground: **Lithgow City Kart Raceway**

Date of Motor Vehicle Race Meeting: \_\_\_\_\_

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## Instructions

If, during a race meeting at the ground, a person dies or is injured in a way that requires medical attention, the licensee must give an accident report to the Chief Executive, Office of Sport and the officer-in-charge of the nearest police station as soon as is reasonably practicable.

Accident Reports must be given to the Chief Executive, Office of Sport by email to [motorsport@sport.nsw.gov.au](mailto:motorsport@sport.nsw.gov.au) or by post to Locked Bag 1422, Silverwater, 2128.

Injured Person Details	
(Attach a separate report if more than one person is injured.)	
Full name	
Date of birth	
Residential address	
Role of Injured person (please tick)	Competitor <input type="checkbox"/> Official <input type="checkbox"/> Spectator <input type="checkbox"/> Other (specify) <input type="checkbox"/> _____
Injuries sustained	

<b>Medical attention provided</b> (Include hospital details if relevant)	
<b>Accident Details</b>	
<b>Date of accident</b>	
<b>Time of accident</b>	
<b>Location of accident</b> (Specify track location)	
<b>Condition of track</b>	
<b>Details of accident</b>	

I, (print full name) \_\_\_\_\_,

- am authorised by the licensee to complete this Accident Report,
- certify that the information contained in this Accident Report is true and correct in every detail,
- understand that giving false or misleading information is a serious offence.

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

# Motor Vehicle Race Meeting Notification

Motor Vehicle Sports (Public Safety) Act 1985

Licence No.: **81-A-375**

Licensee: **Combined District Kart Club Inc**

Licensed Ground: **Lithgow City Kart Raceway**

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## Instructions

Licensees must, at least 14 days before the holding of a race meeting at a licensed ground, give notification in writing of the intended meeting to the Chief Executive, Office of Sport using this *Office of Sport Motor Vehicle Race Meeting Notification* form. Licensees must provide evidence of holding the public risk insurance specified in Condition No. 1 imposed on the licence with the notification. Notification forms must be given to the Chief Executive, Office of Sport by email to [motorsport@sport.nsw.gov.au](mailto:motorsport@sport.nsw.gov.au) or by post to Locked Bag 1422, Silverwater, NSW, 2128.

<b>Motor Vehicle Race Meeting details</b> (Attach a separate report if additional space is required)	
<b>Date/s of motor vehicle race meeting</b>	
<b>Sanctioning/controlling body</b> (if applicable)	
<b>Sanctioning/controlling body permit number</b> (if applicable)	
<b>Type of vehicles competing</b>	
<b>Insurance details</b> (Attach copy)	

I, (print full name) \_\_\_\_\_,

- am authorised by the licensee to complete this Motor Vehicle Race Meeting Notification,
- certify that the information contained in this Motor Vehicle Race Meeting Notification is true and correct in every detail,
- understand that giving false or misleading information is a serious offence.

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