



APPLICATION FOR KTA TOUR OPERATOR LICENCE - KOKODA TRACK REGION

www.kokodatrackauthority.org/handbook

This application applies to Tour Operators conducting treks in the Kokoda Track Region

IMPORTANT

License applications/renewals will be approved within ten working days. Please take into consideration the time taken for approvals when planning your business. Please contact the Permit and Finance Officer on +675 323 6165 for more information on the approval process.

Send the completed application form, together with the application fee of **K1, 200** (refundable if the application is unsuccessful).

Payment method: Cheque Cash Tele Transfer EFTPOS

(Note: *EFTPOS payments carry a charge fee of 5% for International cards & 1% for Local cards
* for telegraphic transfer, please attach copy of T/T

TO: Permits & Licence Officer
Kokoda Track Authority
2nd Floor, Brian Bell Plaza, Boroko
P O Box 545, Boroko, NCD, 111, PNG
Ph: (675) 323 6165 Fax: (675) 323 6020
Email: permits@kokodatrackauthority.org

Banking Details:
Branch: ANZ Boroko
Account: 13212966
BSB#: 018918
Swift Code: ANZBPGPX

Licence Application/Renewal

Have you previously held a licence? No Yes Previous licence number.....

If **yes** proceed to Section E if your details have not changed. If details have changed, provide changes in appropriate sections below:

If **no** complete Sections A, B, C, D, E & F.

Section A – Accreditation

Are you currently accredited? Yes No ATAP Eco Certification Green Globe

Other, please state.....

Expiry date.....

Section B - Australian Based Tour Operator

Australian Business Registered Name.....

Australian Business Number (ACN and/or ABN).....

Name of the Director/s:.....

Name of the contact person.....

Postal Address of the Business:

Phone No 1. Phone No.2..... Phone No.3.....

Email address:Website Address.....

PNG Trading/Business Name or Partner

Or do you have a contract with your PNG trekking partner No Yes

PNG partner business name(s):

Public Liability Insurance Policy No Yes

Attach copy of ABN and/or ACN registration & proof of public liability insurance

Section C - Papua New Guinea Based Tour Operator

Papua New Guinea IPA Business Name.....

Papua New Guinea IPA Registration Number.....

Name of the Director/s:

Name of the contact person.....

Postal Address of the Business.....

Phone No: Phone No. 2..... Phone No. 3.....

Email address.....Website address.....

Australian Trading/Business Name or Partner

Do you have a contract with an Australian partner No Yes

Australian partner name(s):

Public Liability Insurance Policy / Workers Compensation
(Travel Insurance for Trekkers) No Yes

Attach copy of PNG IPA company registration & proof of public liability insurance

Section D - Activities

Please describe all Activities that will be undertaken using this license if granted.

Section E – Payment of Trek Permits

Trek Permits will be only provided or issued to Licenced Tour Operators and payment of these fees is requested to KTA within seven (7) days prior to commencement of treks.

Estimation of required trek permits for a year:

If you have any queries please contact the Kokoda Track Authority on:

Phone: (+675) 323 6165

Fax: (+675) 323 6020

Email: permits@kokodatrackauthority.org

Section F – Agreement between KTA & Tour Operator

To: **The Chief Executive - Kokoda Track Authority**

I, hereby apply for a licence to enter upon and use the Kokoda Track Corridor in order to conduct trekking activities specified in this application.

I certify that to the best of my knowledge the information provided is true and correct in every detail.
I understand that the licence if granted will not be transferable and will not be automatically renewed.

I have read, understood and agree to abide by the general conditions contained with the Kokoda Track Authority's Tour Operator's Licence Handbook and I understand that further conditions to the handbook as part of any review may apply.
www.kokodatrackauthority.org/handbook

In the event that my business breaches any conditions of the Kokoda Track Authority's Tour Operator's Licence Handbook, I agree to accept any penalties as described in the Tour Operator handbook that may be imposed. I have provided proof of ABN/ACN and PNG IPA registration and public liability insurance.

I agree to respect and follow the culture and landowner rights of the people living along the Kokoda Track.
I enclose PNGK1,200.00 licence fee in respect to this application.

Signed:

Date:

Office use only:

Licence Number:

Receipt Number: