15 May 2013

Mr John Smith

*Wattle Gully*

RMB 1042 Bush Rd

**BOGGY PLAINS NSW 2099**

***ACCESS TO YOUR LAND FOR ORIENTEERING EVENT – 1 OCTOBER 2014***

I am writing to follow up a recent telephone conversation I had with you regarding the use of your land for an orienteering event on **1 October 2014**.

**Background**

Orienteering ACT has been asked by Orienteering Australia to stage an orienteering carnival over the long weekend in October 2014. One of the events will the Australian Long Distance event which would have courses ranging from around 2.0 km to 15.0 km for around 650 competitors of all ages; and around 300 vehicles. The event is scheduled for **1 October 2014** and OACT would like to use your land for the event

There are a number of other events which would be staged during the Carnival and landholders for the other events are also being approached. Given the work required to stage such an event, eg creating the competition map, etc, which is a lengthy process, the Organising Committee is seeking to finalise approvals well in advance of the event.

**Next Steps in the Process**

The next steps in the process would be:

* For the landowners to give their approval to the use their land as outlined above, subject to conditions that they might place on the use of their land; see the accompanying OACT document, *Orienteering and Your Land*.
* In early Spring 2013 (at a time convenient to the landholders) the course planners, event controllers and member of the organising committee would visit your property to consider the parking and assembly areas and the Start location for the event.
* The course planners would identify the broad areas where their courses would go and advise the mapper accordingly. The mapper would then start the fieldwork; this may take a number of weeks. The mapper would contact you before he entered your land.
* February 2014, Orienteering ACT would send you a copy of the certificate of Public Liability Insurance for 2014, together with safety and risk management plans for the events
* March to September 2014, the course planners would plan their courses and identify (with about 50 cm of surveyors’ tape) the position where they proposed to place their checkpoints. Each time, before they proposed to enter your land they would contact you.
* Mid September 2014, the course planners would position the small metal stands, less than 1 metre high, on which the control (checkpoint) flags would be placed.
* The day before or the day of the event, the course planners would place the control flags and electronic timing device on the control stands. The organiser would arrange for the delivery and positioning of portaloos, etc and the other infrastructure required for the event. You would be consulted before the positioning of any items were finalised.
* On the day of the event, after all competitors had finished, the course planners would remove the control stands, flags and electronic timing devices, as well as anything else like water containers, cups etc from your land. The organiser would remove all other items, so that no orienteering equipment or related material should remain after the event

I would be grateful you would confirm your agreement to the use of your land for an orienteering event on **1 October 2014**, under the conditions set out above and in the accompanying document *Orienteering and Your Land*, as well any other conditions, especially out-of-bounds areas, etc that you might wish applied, by indicating your agreement on the second original of this letter and returning it in the accompanying stamped, addressed envelope.

Thanking you in anticipation

A N Orienteer

for Orienteering ACT [Ph: 0400 123 456 Email: anorienteer@networks.com.au ]

I agree to the use of my land for an orienteering event on **1 October 2014** under the conditions set out above and in the document *Orienteering and Your Land* and the following additional conditions………………………………………………………………………………………………………………………………

Signature Printed Name Date