

2024 Kosciuszko National Park Access Pass

Eligibility Criteria and Information



1. Who is eligible for the Access Pass? Kosciuszko National Park (KNP) issues Access passes for those persons residing within KNP as permanent year round residents, NPWS approved on park businesses (and their employees) or an employee of a Government authority entering KNP to perform regulatory functions.
2. What is a NPWS approved on park business? An approved NPWS on park business are those businesses with a lease, sublease, licence or sub licence for a business that operates within KNP and has a retail outlet with a shop front premise or a commercial accommodation premises with physical dedicated on-site reception, management and onsite staff.
3. My business is not on the NPWS approved on park business list. How do I get approved to be on this list? Please email our contact below so we can contact you to discuss your circumstances.
4. What is the cost of the Access Pass? The Access Pass is \$38 per vehicle. Permanent residents are exempt from park use fees.
5. What does the Access Pass entitle me to? The Access Pass entitles the nominated vehicle entry to a specific area of KNP for the approved purpose on the dates and times of work. For employees and businesses, the pass is only valid for work related purposes. If you require access to Kosciuszko National Park for non-work related purposes you will need to purchase a KNP day/multi day park use fee pass or alternatively we recommend purchasing an NPWS All Parks Annual Pass.
6. How many passes can I apply for? KNP year round permanent residents, lessee and sub-lessee of approved businesses within KNP may apply for an Access Pass for each vehicle that meets the documentation requirements. All employees of NPWS approved businesses within KNP are entitled to one Access Pass per person for a vehicle that meets the documentation requirements.
7. Do I need supporting documents with my application? Yes. Please see reverse side for documentation requirements that must be provided with your application.
8. How do I get my Access Pass? If you have completed the application form on the reverse side of this leaflet and have all supporting documents, Access Passes can be processed on the spot at one of the locations listed below or you can lodge your application and supporting documents via the email address below.
9. How long will my application take to be processed? If you have a completed application form and supporting documents we can issue your Access Pass on the spot. If you submit via email please allow 5 business days for application processing prior to entry into the national park. A confirmation email will be sent on receipt of your application and once it has been approved.
10. Will I need to pay the Park Use Fee if my application is pending approval? Yes. Please note these fees are not refundable.
11. Am I eligible for an interim pass whilst awaiting application approval? If you have submitted your application form along with a signed letter of offer, you may be eligible for an interim Access Pass valid for 7 days on payment of the \$38 Access Pass fee. This provides you time to submit further documentation required to support your employment status. This interim pass is subject to NPWS discretion.
12. Am I eligible for an interim pass whilst my nominated vehicle is being serviced or repaired? Approval for an interim pass for vehicle service or repair will be assessed individually on criteria such as service/ repair period and duration remaining on access pass. For further information please contact us as below.
13. Can I upgrade from a day pass to an Access Pass? No. Upgrades will not be issued.
14. If I am issued a reminder notice or penalty infringement notice can this be cancelled if I apply or supply an Access Pass at a later date? No. Reminder notices and or penalty infringement notices will not be cancelled if there is not a valid pass on the vehicle at the time the notice was issued.
15. More Information and lodgement please contact us at one of the following :

Snowy Region Visitor Centre
Alpine Way Visitor Entrance Station
T: (02) 6450 5600 or (02) 64505561

NPWS Perisher Office
Kosciuszko Road Visitor Entrance Station
Email: knp.parkfees@environment.nsw.gov.au

Applicant Details (please ensure all details are fully completed below)

Name: _____ Ph (m): _____

Address: _____ State: _____ Postcode: _____

Email Address: _____

Employer or Business Name and Address: _____

Vehicle Registration 1:

Registration State: _____

Vehicle Type: Car ☐ Motorcycle ☐ Heavy Vehicle ☐

Other (please specify) ☐ _____

Vehicle Registration 2:

Registration State: _____

Vehicle Type: Car ☐ Motorcycle ☐ Heavy Vehicle ☐

Other (please specify) ☐ _____

Area of Employment: Alpine Way ☐

Kosciuszko Rd ☐

All KNP ☐

Period of Employment: Winter ☐ Year Round ☐

Other (please specify) ☐ _____

IMPORTANT NOTES: 1. Access Passes are not transferable to any other motor vehicle and must not be altered.
2. Unused passes will not be replaced or refunded. 3. Additional paperwork may be requested by NPWS to verify validity.
4. Only **one** Access Pass will be issued per employee of a lessee/sub lessee for their specified vehicle in their name **and these passes are valid for work purposes only.**

Signature: _____ Date: _____

KNP YEAR ROUND RESIDENT APPLICATION

- | | | |
|--|------------------------------|-----------------------------|
| 1. Copy of current vehicle registration papers showing home address within KNP in your name | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Copy of current driver's license showing your home address within KNP | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Copy of current bill showing home address within KNP in your name eg. Utility, Phone, Vehicle Insurance | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

LESSEES AND SUB LESSEES

- | | | |
|--|------------------------------|-----------------------------|
| 1. Copy of current certificate of business registration listing address within KNP | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Copy of vehicle registration papers in either the business name or your name | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

EMPLOYEES OF APPROVED BUSINESSES WITHIN KNP (NO CONTRACTORS)

ONE WEEK INTERIM PASS ELIGIBILITY

- | | | |
|--|------------------------------|-----------------------------|
| 1. Signed letter of offer from employer on company letterhead | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Vehicle registration papers in your name or vehicle insurance listing you as the driver | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

And 3 below

ACCESS PASS ELIGIBILITY

- | | | |
|--|------------------------------|-----------------------------|
| 3. Signed letter of employment from employer on company letter head stating period of employment / basis for employment or copy of payslip | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|--|------------------------------|-----------------------------|

Approving officer name: _____ Signature: _____ Date: _____

Documentation confirms eligibility ☐ YES ☐ NO

Confirmed NPWS approved on park business ☐ YES ☐ NO

Dates of employment (if applicable): _____ INTERIM Pass Reference No.: _____ Valid until: _____

Access Pass Reference No. _____ Access Pass area: _____ Valid until: _____

Payment Amount: \$ _____ ☐ Cash ☐ Cheque ☐ Credit Card Issued At: _____ Date: _____