

APPENDIX ONE

SCHEDULE E - PERMITS

Last updated: 20 August 2018

Page 1 of 8

Amendment Number	Date Published	Date Implemented	Article Number

Part One - Organising Permits

Article 1 Objects

Article 2 Permit Types

Article 3 Late Applications

Article 4 Disputes

Part Two – National Sporting Calendar

Article 1 General

Article 2 Calendar Entry

Part Three – Event Application Deadlines

Article 1 Event Application Deadlines

Note: Amendments will be visually highlighted for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

Part One – Organising Permits

1. **Objects:**

- 1.1 **General:** The National Sporting Code in particular Part II of that Code governs the issue of all MotorSport NZ Organising Permits.

Organising Permits will only be issued to Member Clubs (all permit types).

This Schedule specifies types of permits to be issued and to whom and by such deadlines application is to be made. The fees payable are specified in Appendix One Schedule B.

- 1.2 **Permit issue:** Permits for events are issued by Permit Issuing Stewards and MotorSport NZ. When considering permit applications, Permit Issuing Stewards shall forward on to the MotorSport NZ Administration office any such application that they consider has or requires organisational and/or safety considerations outside the framework for events as set out in this Manual.

MotorSport NZ Administration office shall treat these applications as a Special event application and take actions and impose such conditions as deemed appropriate.

- 1.3 **Permit Holders General Obligations:** The holder of all permits under this Code shall, at all times, in respect of and in connection with any activity to which the Permit applies:

- (1) comply with all statutes, regulations, ordinances, resource consents or by-laws applicable to them, including complying with any relevant Competition Law obligations; and
- (2) act in accordance with this Code, including any relevant MotorSport NZ by-laws or published practices, policies or procedures; and
- (3) act fairly and safely in the interests of all participants in motorsport; and

2. **Permit Types:**

Permits for Events are issued with varying status levels as follows:

- (1) **International:** These are for all Events irrespective of discipline, ie. ClubSport, Race or Rally, for which a Member club wishes to accept entries from competitors holding licences issued by another ASN.
 - (a) These Events will be organised under the provisions of the FIA International Sporting Code and Event Supplementary Regulations but may include provisions of the MotorSport NZ National Sporting Code and its Appendices and Schedules.
 - (b) A Competition Licence of at least International Grade status is required for all competitors contesting these Events (refer Appendix One Schedule L).
- (2) **National:** These permits cover all Rally Events and all Race Events including those forming part of a MotorSport NZ Championship, Sanctioned Series or Clubmans Event. The MotorSport Manual Appendix Three Schedule R details all Rallies and Appendix Four Schedule Z details all Races.
 - (a) Foreign Participation may be permitted for these events upon application. Any such competitor is not eligible for Championship or Series points.
 - (b) A Competition Licence of at least C Grade (for Race Events) or R Grade (for Rally Events) is required for all competitors contesting these Events (refer Appendix One Schedule L).

- (3) **ClubSport Advanced:** Advanced Events are detailed in Appendix Five Schedule C and Schedule DR. These are both basic and specialist Events which in the majority of cases involve a vehicle modified for competition and require the competitor to have already developed their driving skills and have an understanding of the safety and fair play regulations.

Note: *ClubSport Events do not include Races or Rallies except for Grass Track races and Rallycross.*

- (a) Foreign Participation may be permitted for these events upon application. Any such competitor is not eligible for Championship or Series points.
- (b) A Competition Licence of at least Temporary M Grade status is required for all competitors contesting these Events. (Refer Appendix One Schedule L).

Note: *Temporary M Grade licences are not permitted for Drift Advanced status Events or for drivers of 'purpose built vehicles'.*

- (4) **ClubSport Basic:** Basic Events are fully detailed in Appendix Five Schedule C, Schedule DR and Schedule RT. These are Events at which new competitors to motorsport can be encouraged to participate.

- (a) Foreign Participation may be permitted for these events upon application. Any such competitor is not eligible for Championship or Series points.
- (b) A Competition Licence is not required, unless the competitor is the driver of a 'purpose built vehicle'.

- (5) **Other (includes Special Events):** From time to time MotorSport NZ may at its absolute discretion issue Special Event Permits for Events in any one of the disciplines, ie. ClubSport, Race, Rally or any Special Event, which have extraordinary features not contemplated by the National Sporting Code upon specific application being made by a Member club setting out the event's features and any other special circumstances.

For Records Attempt permits refer Appendix Seven, published in a separate booklet available from MotorSport NZ.

2.2 Event Application and Permit Issue:

- (1) Event applications must be submitted by the Event Organiser on behalf of a Member club through the MotorSport NZ online system and in accordance with the time requirements specified in Part Three of this Schedule. (Refer Appendix One Schedule B for cost details):
- (a) **For all International, Championship Series, or Sanctioned Series Events:** The Organising Member Club(s) shall consult with the appropriate Advisory Commission (and circuit owners/operators if applicable) to determine a draft program of the Rounds of the Series or Event. This draft program will be submitted to MotorSport NZ for approval.
- (b) **For all other events:** The Event Organiser of the Organising Member Club shall submit the application for the event to the Permit Issuing Authority through the MotorSport NZ online system. If required the Organiser will consult with the Circuit Owner/Operator to ensure that the circuit is available for hire on the requested date.
- (c) **For Temporary Venue Race Events:** In addition to the requirements detailed in Article 2.2(1) (a) or (b) above the Event Organiser is to consult with the Circuit

Safety Department to ensure that the requirements of Appendix One Schedule Y are respected.

Note: *Applications should only be submitted manually if the Organiser has no internet access.*

- (2) Event documentation is not required to be submitted at time of initial application. If not submitted at time of initial application, documentation must be submitted no later than the minimum time period as detailed in the appropriate Appendix to this Code. Each application shall include at least the following documentation:
 - (a) International or National status Events: The proposed Event Supplementary Regulations and (for Rallies) the draft Safety Plan.
 - (b) ClubSport Advanced or Basic status Events: The proposed Event Supplementary Regulations and Safety Plan where required.
 - (c) Other Events: The proposed Event Supplementary Regulations and Safety Plan where required.

Note: *For further details on organiser requirements refer to the appropriate Organisers' Handbook and the relevant Appendices of the National Sporting Code.*

- (3) Upon approval of an Event, a Permit will be issued by the Permit Issuing Authority, (and/or the FIA in the case of International Events).
- (4) **Levies:** In receiving an Event Permit, Member Clubs are required to pay MotorSport NZ a Participation Levy per entry within twenty one(21) days of the conclusion of the Event. (Refer Appendix One Schedule B for cost details). Failure of a Member club to comply with this requirement will mean an automatic suspension of any further permits until payment has been received.

2.3 Sanctioning Permit Application and Issue:

- (1) Applications for Series sanctioning must be submitted through the MotorSport NZ online system in accordance with the time requirements specified in Part Three of this Schedule.

Note: *Applications should only be submitted manually if the Organiser has no internet access.*

- (2) Each application shall be submitted by the Series Organiser on behalf of a Member Club and shall include the proposed Articles and Technical Regulations for the Series. (Refer Appendix One Schedule B for cost details).
- (3) Upon approval, a Sanctioning Permit for that Series will be issued by the Permit Issuing Authority.

3. Late Applications:

3.1 Event applications received from Member Clubs after the time periods specified in Part Three of this Schedule may be accepted by the Permit Issuing Authority. In considering such late applications the Permit Issuing Authority may require applicant Member Clubs to seek written consent from any Member Club whom, in the opinion of the Permit Issuing Authority may be affected by the late application. Such a requirement may be imposed on an applicant if the Meeting or Event proposed is of higher than ClubSport Advanced permit status and is;

- (1) Within fourteen(14) days of approved Meetings or Events of all other MotorSport NZ disciplines; or

- (2) Within seven(7) days of approved Meetings or Events of all other MotorSport NZ disciplines in the same island; or
- (3) Deemed necessary in the opinion of the Permit Issuing Authority due to particular circumstances surrounding the Meeting or Event.

3.2 MotorSport NZ reserves the right to impose an additional permit fee in an amount, as it deems appropriate on the granting of such a late application. The decision of whether to grant a late application pursuant to these provisions is at the complete and unfettered discretion of MotorSport NZ whose decision shall be final and binding on the applicant.

4. Disputes:

4.1 Pursuant to Article 126(3) of the Code MotorSport NZ has prescribed the grounds upon which Event dates may be disputed, the procedures to be followed and the fees, where applicable, which are to be paid. Such disputes will be considered as follows:

- (1) All Disputes are to be submitted to the Permit Issuing Authority (in the first instance) by the Event Organiser detailing the grounds of dispute. Such statement shall:
 - (a) Contain an assessment of the impact of the disputed Meeting or Event on the Club's Meeting or Event;
 - (b) Be supported by such evidence as shall reasonably support the Club's claim of detrimental impact on its Meeting or Event.
 - (c) Contain evidence as to the behaviour of the other party to the dispute during attempts to negotiate a settlement of the dispute.
 - (d) State how many years the appellant's Meeting or Event has run on the same or a similar date as the date for which it is inscribed.
- (2) The appellant shall give a copy of its grounds of dispute to the other party to the dispute. The other party shall deliver to the Permit Issuing Authority such material, statements or evidence, as it believes supports its application within seven(7) days of receipt of the appellant's grounds of dispute.
- (3) The Permit Issuing Authority shall determine all Calendar Disputes according to the following principles (in the order in which they are set out):
 - (a) Applications that include rounds of MotorSport NZ Championships shall be preferred to all other Events, excepting International Status Events calendared on the FIA Calendar.
 - (b) Whether or not there appears from the dispute and other material, received, to be a genuine conflict between the two(2) Events.
 - (c) The efforts (if any) of the disputing Club to resolve the clash with the other Club and the behaviour of the other Club.
 - (d) Preference shall be given to continuous Traditional Dates.
 - (e) Whether a party to the dispute cancelled similar Meetings or Events at the same time of the year within the past two(2) years.

- (f) The date of submission of each of the Event Applications, including any subsequent amendment(s) of the Event Application, with the earliest application (or amendment) for the disputed date having precedence.
- (4) Any Dispute between Events having differing levels of Permit Issuing Authority shall be decided by the higher Authority.
- (5) The determination of a Dispute by the Permit Issuing Authority shall be final and no party shall have any further right of complaint, protest or appeal.
- (6) Any Event which, following the determination of a Dispute, is required to be displaced elsewhere on the National Sporting Calendar shall not be required to be accompanied by the penalty fee referred to in Part Three, Article 1.3 of this Schedule, unless that application was a late application in the first instance.

Part Two – National Sporting Calendar

1. **General:** The National Sporting Code in particular Part XII of that Code sets out the requirements for calendar inscriptions of International events and the requirements for entry onto the MotorSport NZ Sporting Calendar (also known as the National Sporting Calendar).

This Part specifies the process by which events are entered onto the National Sporting Calendar.

2. **Calendar Entry:**

- 2.1 All Events will be entered on the National Sporting Calendar at the time of initial Event application (refer to Part One, Article 2.2 of this Schedule).

- (1) **For all International Events, Championship Series or Sanctioned Series Events:** The Organising Member Club(s) shall consult with the appropriate Advisory Commission (and circuit owners/operators if applicable) to determine a draft program of the Rounds of the Series or Event. This draft program will be submitted to the Permit Issuing Authority for approval.

- 2.2 Each Event shall be shown as an unconfirmed event until such time as the application is approved by the Permit Issuing Authority, at which time it shall be registered as confirmed.

- 2.3 Where applications are received for two(2) or more Events on the same date(s) which are of a similar nature and/or in geographical proximity, the Permit Issuing Authority shall determine which event shall retain the requested date(s) in accordance with this Schedule.

- 2.4 Precedence for event dates shall be given to Events based on the Status and/or Type of the permit, International Status events having the highest priority, as follows:

- (1) International Events calendared on the FIA International Calendar; then
 - (2) MotorSport NZ Premier Championship or MotorSport NZ Rally Championship Events; then
 - (3) All other MotorSport NZ Championship or Sanctioned Series Events; then
 - (4) National status Race or Rally Events (including Foreign Participation Events); then
 - (5) ClubSport Advanced Status Events (including Foreign Participation Events); then
 - (6) ClubSport Basic Status Events (including Foreign Participation Events).

Note: *Special Event applications shall carry the same standing as the event status that an equivalent event would have ordinarily.*

- 2.5 Where the Events are of the same Permit Status, then the earliest application (or amendment to the original application) requesting the event date in question will take precedence, unless determined otherwise by the Permit Issuing Authority.

Part Three – Event Application Deadlines

1.1 Application for Events may be made at any time up to three(3) calendar years prior to the date of commencement of the Event.

1.2 Event application deadlines:

Permit Status	Event Permit	Issuing Authority	Application and/or Documentation submission deadline
Sanctioning	Championship / Sanctioned Series Sanctioning Application	MotorSport NZ Office	60 days prior
Other	Refer Part One, Article 2.1(5)	MotorSport NZ Office	50 days prior
International	Race	MotorSport NZ Office	90 days prior
	Rally	MotorSport NZ Office	180 days prior
National	MSNZ Premier Championship Race or MSNZ Rally Championship Events	MotorSport NZ Office	50 days prior
	All other Race or Rally Events	Permit Issuing Steward	50 days prior
	Record Attempt	MotorSport NZ Office	50 days prior
	Street Race	MotorSport NZ Office	60 days prior
ClubSport	All ClubSport Championships	MotorSport NZ Office	50 days prior
	Rallysprint	Permit Issuing Steward	30 days prior
	All other ClubSport Category Advanced and Basic Events	Permit Issuing Steward	20 days prior

1.3 **Late Application for a Permit:** At the sole discretion of the Permit Issuing Authority, permits may be issued within the following timeframes subject to acceptable reasons for the late application and a late application fee in accordance with Part One, Article 3.2 of this Schedule.

Sanctioning Permits	30 days prior
National Race, National Rally and Rallysprint Events	20 days prior
ClubSport Events (excluding championships)	7 days prior

In respect of ClubSport basic status events, the late application fee will be the equivalent of that for a ClubSport Advanced Permit.