

New Operators Online Licence Applications

First Time Tour Operator or Activity Provider Licence Registration

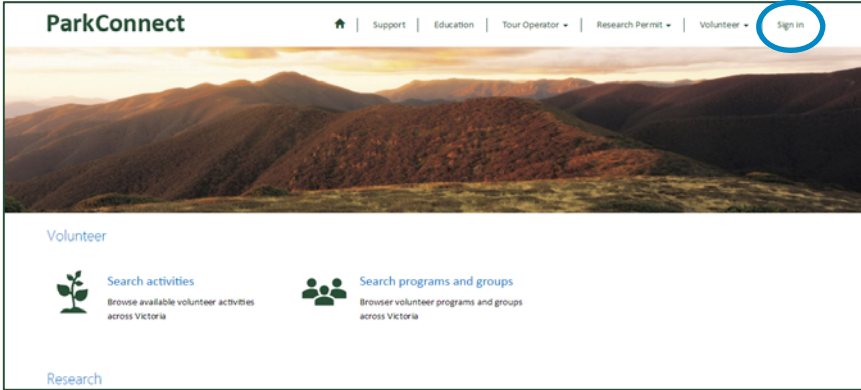
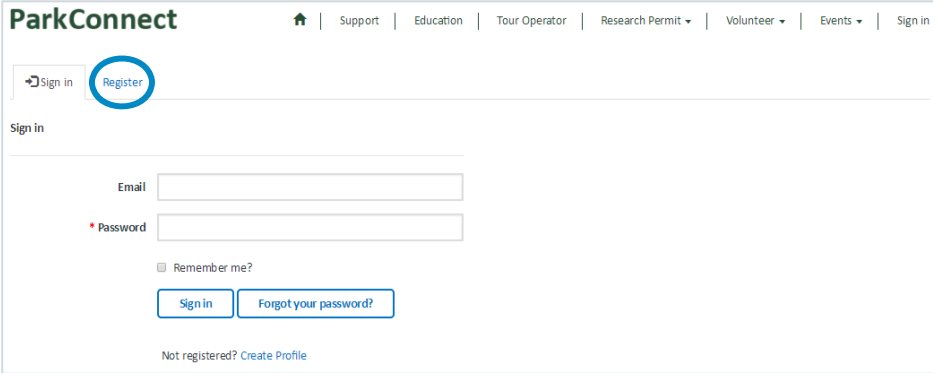
Registering and Applying for your Licence

To apply for a licence, you will need to complete these two tasks:

1. [Sign on to ParkConnect and register](#), and
2. [Apply for your Tour Operator or Activity Provider Licence](#)

Sign on to ParkConnect and register

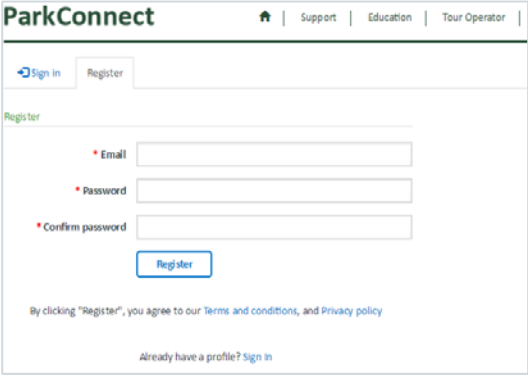
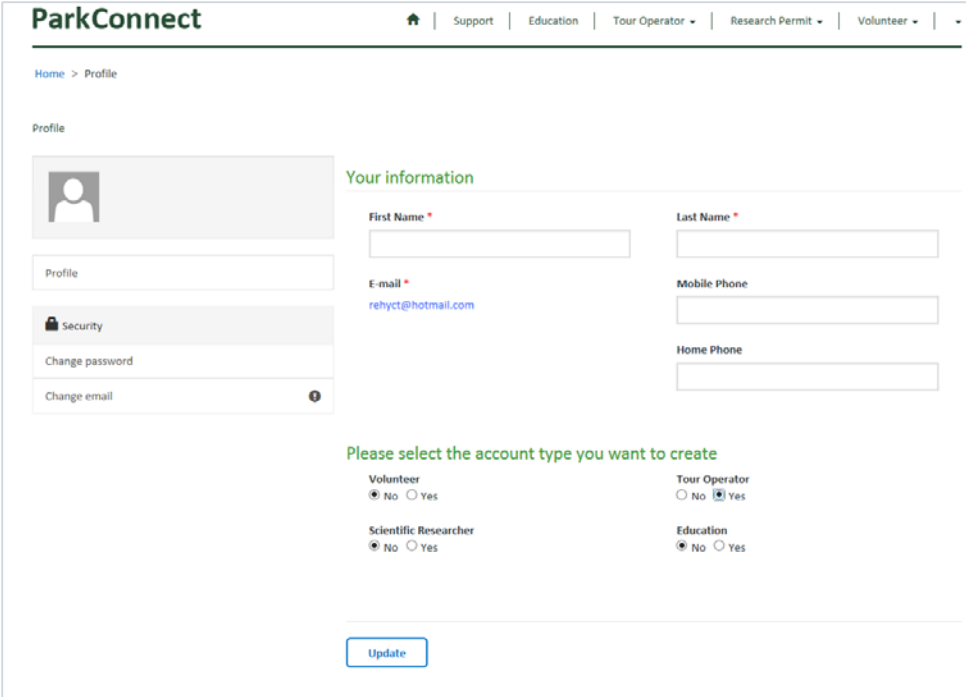
Follow these steps to register and sign in to ParkConnect online.

Step	Action
1	<p>Go to https://www.parkconnect.vic.gov.au/</p> <p>Result: The ParkConnect Sign in page for Licenced Tour Operators, Volunteers, Researchers and Education groups displays.</p> 
2	<p>Click on Sign in on the far-right hand side.</p> <p>Result: The Sign in or Register page displays</p> 

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Registering and Applying for your Licence, continued

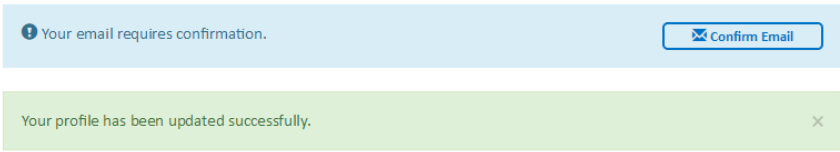
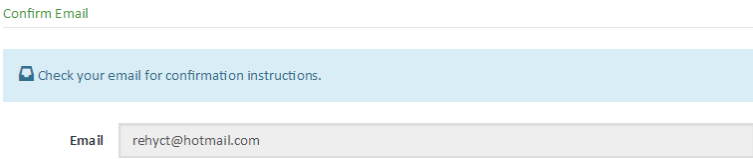
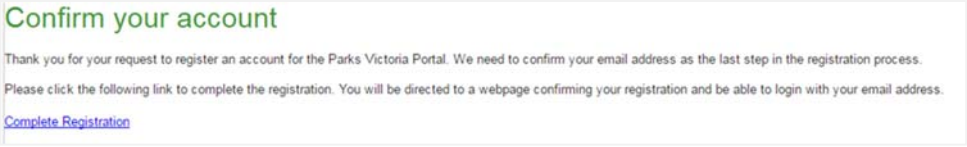
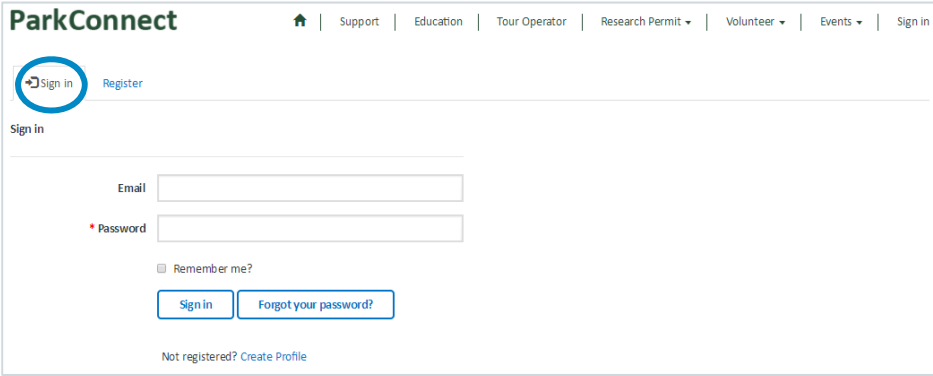
Sign on to ParkConnect and register, continued

Step	Action
3	<p>Click on the Register tab.</p> <p>Result: The Register input option displays</p> 
4	<p>Type in:</p> <ul style="list-style-type: none"> • your email • a Password, and • a confirmation (repetition) of the password <p>Note: Your email must be unique and cannot be used by anyone else to register as it becomes your Username.</p>
5	<p>Click on Register</p> <p>Result: Your Profile page displays.</p> 

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Registering and Applying for your Licence, continued

Sign on to ParkConnect and register, continued

Step	Action
6	<ul style="list-style-type: none"> Type in your information: <ul style="list-style-type: none"> First name Last name Mobile Phone, and/or Home Phone Click on Yes for Tour Operator, and Click on Update. <p>Result: These two messages display on the page.</p> 
7	<p>Click on Confirm Email to send a confirmation email to yourself.</p> <p>Result: This message displays and an email is sent to your email address.</p> 
8	<p>Locate the email in your inbox and click on the link to complete the registration.</p> <p>Example:</p>  <p>Result: A new window opens confirming your email address.</p>
9	<p>Click on Sign in on the far-right hand side.</p> <p>Result: The Sign in or Register page displays</p> 

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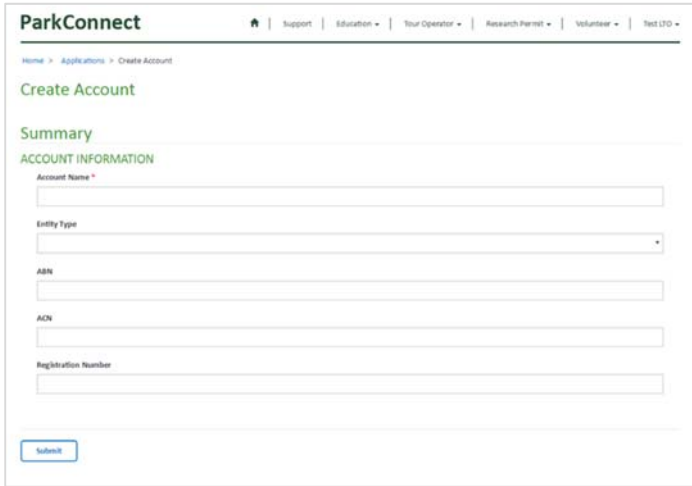
Registering and Applying for your Licence, continued

Sign on to ParkConnect and register, continued

Step	Action
10	<p>Type in:</p> <ul style="list-style-type: none"> • your email • your Password that you entered • click Sign in <p>Note: If you forget your password select Forgot your password? then follow the prompts to reset your password.</p> <p>Result: You are now signed into ParkConnect.</p>

Apply for your Tour Operator or Activity Provider Licence

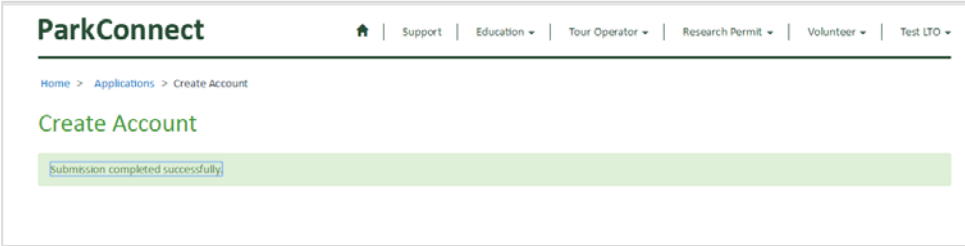
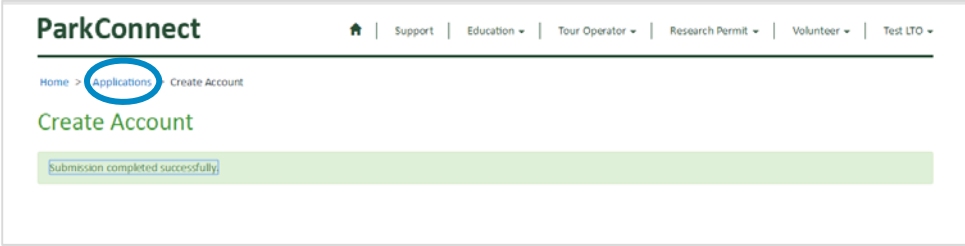
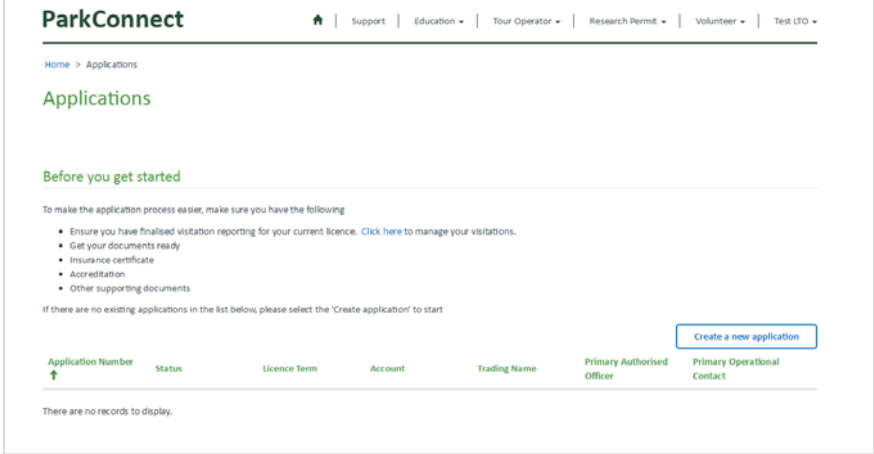
Follow these steps to apply for a licence

Step	Action																												
1	<p>Click on Tour Operator then My Applications/Agreements.</p> <p>Result: The Applications page displays.</p> <p>Applications</p> <p>Before you get started</p> <p>To make the application process easier, make sure you have the following</p> <ul style="list-style-type: none"> • Ensure you have finalised visitation reporting for your current licence. Click here to manage your visitations. • Get your documents ready • Insurance certificate • Accreditation • Other supporting documents <p>Before creating a new application, you must first establish your account</p> <p style="text-align: right;">Create account</p> <table border="1"> <thead> <tr> <th>Application Number ↑</th> <th>Trading Name</th> <th>Primary Authorised Officer</th> <th>Primary Operational Contact</th> <th>Licence Term</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td colspan="6">There are no records to display.</td> </tr> </tbody> </table> <p style="text-align: right;">Request an Agreement Variation</p> <table border="1"> <thead> <tr> <th>Agreement # ↑</th> <th>Agreement Name ↑</th> <th>Primary Authorised Officer</th> <th>Primary Operational Contact</th> <th>Commencement Date</th> <th>Expiry Date</th> <th>Term</th> <th>Agreement Status</th> </tr> </thead> <tbody> <tr> <td colspan="8">There are no records to display.</td> </tr> </tbody> </table>	Application Number ↑	Trading Name	Primary Authorised Officer	Primary Operational Contact	Licence Term	Application Status	There are no records to display.						Agreement # ↑	Agreement Name ↑	Primary Authorised Officer	Primary Operational Contact	Commencement Date	Expiry Date	Term	Agreement Status	There are no records to display.							
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2	<p>Click on Create account</p> <p>Result: The account creation page will display.</p> 																												

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Registering and Applying for your Licence, continued

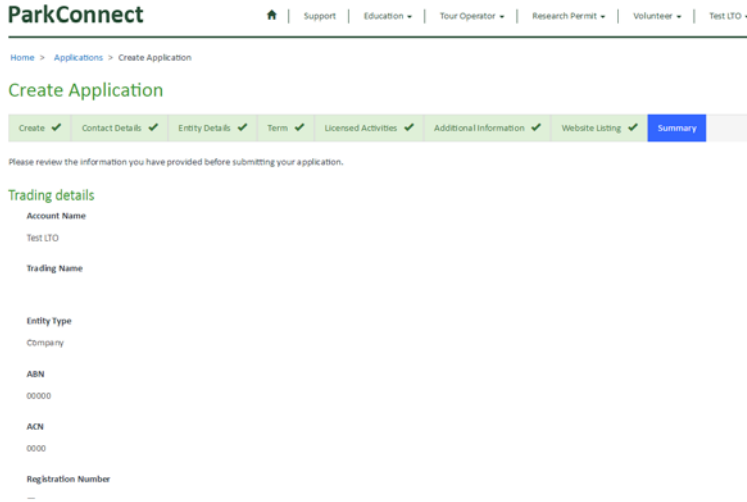
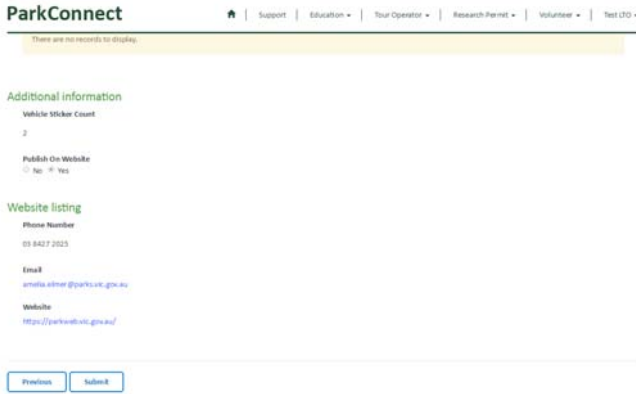
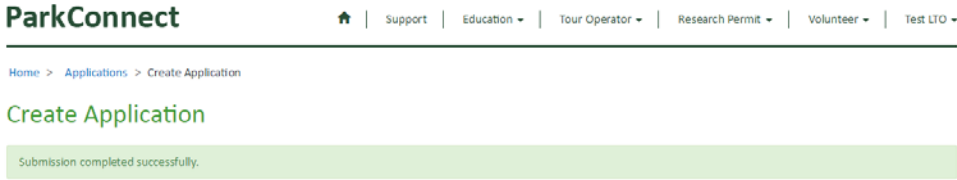
Apply for your Tour Operator or Activity Provider Licence, continued

Step	Action
3	<ul style="list-style-type: none"> Type in Your Information: <ul style="list-style-type: none"> Account name (your business name) Entity Type (company, individual, association etc.) ABN and/or ACN Registration Number (if applicable) Click Submit <p>Result: Successful registration page will display.</p> 
4	<p>Click on Applications</p>  <p>Result: The Application page displays.</p> 
5	<p>Click on Create a new application</p>
6	<p>Complete each page of the application with as much detail as possible. Ensure you include:</p> <ul style="list-style-type: none"> A valid Certificate of Currency A Tour Schedule with maps Accreditation for any multiyear license applications

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Registering and Applying for your Licence, continued

Apply for your Tour Operator or Activity Provider Licence, continued

Step	Action
7	<p>When on the summary page, review all information to make sure all sections are complete, and correct any mistakes.</p>  <p>ParkConnect Support Education Tour Operator Research Permit Volunteer Test LTD</p> <p>Home > Applications > Create Application</p> <h3>Create Application</h3> <p>Create ✓ Contact Details ✓ Entity Details ✓ Term ✓ Licensed Activities ✓ Additional Information ✓ Website Listing ✓ Summary</p> <p>Please review the information you have provided before submitting your application.</p> <h4>Trading details</h4> <p>Account Name Test LTD</p> <p>Trading Name</p> <p>Entity Type Company</p> <p>ABN 00000</p> <p>ACN 0000</p> <p>Registration Number —</p>
8	<p>Once the information is correct click Submit</p>  <p>ParkConnect Support Education Tour Operator Research Permit Volunteer Test LTD</p> <p>There are no records to display.</p> <h4>Additional information</h4> <p>Vehicle Sticker Count 2</p> <p>Publish On Website <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <h4>Website listing</h4> <p>Phone Number 03 8427 2023</p> <p>Email amelia.stoner@parkconnect.gov.au</p> <p>Website https://parkconnect.gov.au/</p> <p>Previous Submit</p> <p>Note: Once submitted you cannot make any changes to your application online. Please contact the Activations Agreements team for any corrections.</p> <p>Result: A message displays saying your application has been submitted successfully. Your application has been submitted to the Activations Agreements team for processing.</p>  <p>ParkConnect Support Education Tour Operator Research Permit Volunteer Test LTD</p> <p>Home > Applications > Create Application</p> <h3>Create Application</h3> <p>Submission completed successfully.</p>