

This Overnight Stay/Camp Application is the first step in seeking approval to hold a sleepover, camp, or overnight event. It collects the specific information required by our insurer to assess whether the event is eligible for insurance cover. Applications must be submitted to secretary@jdqlld.org at least 4 weeks in advance to allow sufficient time for insurance review and approval.

Once initial insurance approval is granted, a full event-specific risk assessment must be completed and submitted prior to the event. All overnight events must be planned and delivered in line with the organisation's Risk Management Strategy and Youth Protection Policy, including appropriate supervision and safeguarding arrangements.

Overnight events cannot proceed without written approval and completion of all required documentation.

EVENT OVERVIEW					
Name of Event:		Event Dates (start and end):		-	
Event Location (full address):		Is this a JDQ premises or a third-party location?:			
ATTENDANCE DETAILS					
Approximate number of attendees:		Age range of attendees:		Number of adult supervisors:	
HIGH RISK ACTIVITIES					
Will any high-risk activities be included? (Yes / No): If yes, please list all activities:		Will any high-risk activities be conducted by third-party contractors? (Yes / No): If yes, provide contractor name and details:			
SAFE GUARDING PRACTICES					
Sleeping arrangements (for Members and for adults)		Are there separate toilet facilities for: Male and female children? (Y / N)			
Do adults sleep in separate rooms? (Y / N)		Do the adults have separate toilet facilities? (Y / N)			
DECLARATION					
I confirm that the information provided above is accurate and complete. I understand that insurance approval is required for this event and that the event cannot proceed without written confirmation of approval.					
Name		Role		Signature	
				Date	

JDQ- 2026 – Form 10 - Application for Camp or Overnight Stay

OFFICE USE ONLY	DATE RECEIVED	DATE EMAILED TO AUSTCOVER	DATE OF APPROVAL