

Obtaining Approval for Field Trials on Indiana Department of Natural Resources (IDNR) lands

It is best to follow these steps well in advance of your event. The timeframes addressed below are the minimum amount of time needed for the process.

Step 1: Applying for a Special Event Permit

Contact the preferred property manager and schedule a time to discuss your event at least 30 days prior to your desired date and apply for a Special Event Permit (State Form #15228). Bring all information pertaining to the event with you. In addition to the \$25.00 application fee, any additional fees will be determined at this time (gate fees, impact fees, etc.). You will get a copy of the completed application for a Special Event Permit for your reference at the end of the meeting, but it will not be processed for approval until you obtain your Field Trial Permit from the Division of Fish & Wildlife (DFW) and return a copy to the property. A blank copy of the Application for Field Trial/Hunt Permit will be provided to you along with your copy of the completed application for a Special Event Permit. The Application for Field Trial/Hunt Permit is also available on the DNR's website at: <http://www.in.gov/dnr/fishwild/2371.htm>

Step 2: Applying for a Field Trial/Hunt Permit

Complete and submit the Application for Field Trial/Hunt Permit (along with \$10.00 application fee) at least 10 days prior to your desired event date to:

Commercial License Clerk
Division of Fish & Wildlife
402 W. Washington St., Rm W273
Indianapolis, IN 46204-2781
(317) 232-4102

Please note that the field trial/hunt event for which you are requesting a permit must be approved by a sanctioning authority such as UKC, AKC, NRHA, etc. prior to submitting the application form to the Division of Fish and Wildlife.

Step 3: Submit Certificate of Insurance

Per DNR special event policy, at least 15 days before the activities are commenced, the Permittee shall file with the DNR a certificate of insurance from an Indiana insurance company or a company authorized to do business in Indiana. The DNR may accept an insurance binder. The certificate of insurance or insurance binder shall evidence that the Permittee has obtained an irrevocable general liability insurance policy providing for a limit of not less than \$700,000 for all damages arising out of injury to or destruction of property in any one occurrence, for a limit of not less than \$1,000,000 for injury to or death of one (1) person in any one (1) occurrence and not less than \$2,000,000 for injury or death of all persons in that occurrence, with the DNR listed as additional insured. The DNR may require additional amounts of coverage based upon the event. Such one-time, temporary event insurance is available through many local insurance providers.

Step 4: Approval/Confirmation

Once you receive your Field Trial/Hunt permit from DFW, mail/e-mail/deliver a copy to the property manager (along with any fees you may have not yet paid) and they will submit your Special Event Permit Application to Indianapolis for signature and approval. You will receive a copy of the signed and approved Special Event Permit. Your Field Trial/Hunt permit is not valid for use until you receive an approved copy of the Special Event Permit.