

The following explanations correspond with the items on the Application Form. Please read this entire instructional document, [the Conditions of Authorization, and any Park-Specific Conditions of Authorization](#) prior to completing the application. You must include the nonrefundable application fee when submitting this application so please confirm the service you want to provide is permitted at the park(s) you are interested in. If the service you want to provide is not currently permitted at the park you are interested in, please email TSP.Commercial.Use@tn.gov.



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
TENNESSEE STATE PARKS**

COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS

Application Start

1. Select the service category or categories for which you are applying. Refer to "[Attachment A: Authorized Services and Required Licenses, Registrations, and Training Certificates](#)" for definitions.
2. Select the park(s) where you will be providing this service. Refer to "[Attachment D: Service Use Categories by Park](#)" to ensure the service you wish to provide is currently approved by the selected park. Some parks have additional requirements for businesses that offer certain services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include applicable operating licenses, certificates showing proof of training, operating plans, emergency response plans, group size limitations, etc.
 - a. If you selected more than one park in question 2, please select a primary park. This is the main park where you plan to provide the most services in comparison to the other parks selected.
3. Confirm that you have read Attachment A and Attachment D and that you have selected appropriate answers to questions 1 and 2 above. An application to provide an unauthorized service at a park will be rejected.

Service Details

4. Describe in detail the services you wish to provide.
5. List the locations in the park(s) where you propose to conduct the services and any infrastructure involved in the provision of the services, both before and after the actual service. Please be specific and name individual features when possible (e.g., Meet in the western parking lot and hike the ridge trail to backcountry campsite #1). For services that offer multiple types of packages (e.g., hiking tours with multiple routes available to be selected by the customer), please provide the location(s) utilized with each option.
6. Select the appropriate frequency of service. If your frequency will be based on customer reservations or variable for any reason, please select Other and explain in the space provided. If you are applying to provide multiple services with different potential frequencies of service, please select Other and detail the frequency for each service.
7. Provide the estimated number of participants, both per trip and annually.
8. Provide the estimated number of vehicles (per trip).
9. Provide your operation plan as an attached document. Only PDF and Word documents are accepted. The operation plan should describe the services offered, as well as address customer and staff safety, evacuation and emergency procedures, and protection of park resources. Please also include the following information and any other pertinent information as necessary or appropriate.
 - A copy of your operations and/or safety manual.
 - Average ratio of guides/staff to customers per trip.
 - Radio or other communication systems used for general operations or for emergencies, if any.
 - Liability waiver forms used for customers and/or staff.
 - Methods for disposing of trash and waste.

TDEC TSP COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS

- Age of any equipment used, including buses/customer transport vehicles.
- Notification protocols for vehicle/non-vehicle accidents and injured or lost persons.
- An inclement weather plan.

Contact Information

10. Enter the legal name of your business exactly as it is registered with the Tennessee Secretary of State (if applicable). If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
11. Enter your business's primary mailing address.
 - a. Indicate whether this primary mailing address is a seasonal address.
 - b. If seasonal, indicate the dates at which your company can be contacted at this address.
12. Indicate whether you have an alternate, secondary, or off-season mailing address.
 - a. Enter your business's alternate mailing address, if applicable.
 - b. Indicate whether this alternate mailing address is a seasonal address.
 - c. If seasonal, indicate the dates at which your company can be contacted at this address.
13. Provide your business email address.
14. Provide your business website URL, if applicable.
15. Provide your business contact numbers. A primary phone number is required; an alternative phone number and fax number are optional. However, if you cannot be reached year-round using your primary phone number, you must provide an alternative phone number where you or someone from your business can be reached in the offseason.

Business Details

16. Select your business type.
 - a. Provide your employer identification number (EIN), if applicable. An EIN is optional for partnerships and single-member LLCs without employees. For sole proprietorships, provide Social Security Number instead. [Visit IRS.gov to apply for an EIN.](https://www.irs.gov/apply-for-an-ein)
 - b. For partnerships, provide the first name, last name, and Social Security Number of each partner.
 - c. For corporations, provide your corporate identification, including state and entity number.
 - d. For nonprofits, provide proof of nonprofit status by uploading as an attachment your IRS Ruling or Determination Letter.
 - e. For entities, provide documentation of your registration with the Secretary of State. This is required for Corporations, LLCs, and non-profits, and optional for partnerships.
 - f. For sole proprietorships and partnerships, provide attestation certifying you comply with the requirements of the Eligibility Verification for Entitlements Act (TCA 4-58-103(b)).
17. Provide your business license number and year of expiration. If you will provide services in multiple jurisdictions, provide the number and year of expiration for each business license you are required to obtain.
18. Provide proof of insurance applicable to your proposed service(s) as outlined in "[Attachment B: CUA Insurance Requirements](#)." Your insurance must name the State of Tennessee, Department of Environment and Conservation as additional insured in the appropriate amount. All insurers for all coverages must be rated no lower than A by the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by the Department. You may be subject to additional insurance requirements.
19. Indicate whether your business operate vehicles or vessels within Tennessee State Park boundaries during the course of the proposed commercial services. Information for vehicles/vessels chartered from and operated by another company is not required.
 - a. List each owned, rented, or leased ground vehicle, providing make/model, license number, color, year, and max capacity.

TDEC TSP COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS

- b. List each owned, rented, or leased vessel, providing make/model, registration number or USCG documentation, length, and max capacity.
20. Provide copies of all licenses, vehicle/vessel registration, and certificates of training as required by "[Attachment A: Authorized Services and Required Licenses, Registrations, and Training Certificates.](#)"
21. Indicate whether you, your parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household employed within the Tennessee Department of Environment and Conservation.
 - a. If yes, provide the employee's first name, last name, title, and office.
22. Indicate whether you or, if the applicant is an entity, any person that owns part or all of the applicant entity, have been convicted or entered a plea of guilty of any crime. Do not include convictions that have been legally expunged from your record or minor moving or parking violations such as speeding tickets or parking citations.
 - a. If yes, briefly explain the crime of which you were convicted or entered a plea of guilty, the date and jurisdiction of the conviction or entry of a plea of guilty, and any additional details as necessary.

Review & Submit

Review the form to confirm the form is populated completely and accurately, prior to certification and submission.

A non-refundable application fee is due with your application submission. Refer to "[Attachment C: Fee Schedule and Payment Information](#)" for rates.

By signing and submitting this form, the applicant certifies that all information given is complete and correct to the best of their knowledge, and that no false or misleading information or statements have been given.