

Application for Events, Activities & Concessions



ALL FIELDS TO BE FILLED

Name of Event / Activity / Concession

Dates of Activity <small>FORMAT: DD/MM/YYYY</small>	Rain/Alternate Date <small>FORMAT: DD/MM/YYYY</small>
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Type of Activity	<input type="checkbox"/> CONCERT	<input type="checkbox"/> EXPO/ EXHIBITION	<input type="checkbox"/> FESTIVAL	<input type="checkbox"/> FUNCTION	<input type="checkbox"/> PROMOTION	<input type="checkbox"/> PARADE	<input type="checkbox"/> SPORTS EVENT
	<input type="checkbox"/> WEDDING CEREMONY	<input type="checkbox"/> WEDDING RECEPTION	<input type="checkbox"/> COMMERCIAL: SEASONAL or FULL YEAR OPERATION	<input type="checkbox"/> OTHER, please specify: <input style="width: 100%;" type="text"/>			

Type of Council Asset to be used for event	<input type="checkbox"/> RESERVE	<input type="checkbox"/> HALL	<input type="checkbox"/> PARK	<input type="checkbox"/> STREET FLAG	<input type="checkbox"/> ROAD
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Is this a Non-Profit Event? *If yes please provide details below*

YES
 NO
 N/A

Please ensure Event Application Fee is attached

Contacts

Organiser Name	Phone no. <small>include area code</small>
Alternate Contact	Fax no. <small>include area code</small>
Organisation Name	Mobile no.
Postal Address	Email
Contact on the Day	Mobile no.

Location / Venue, Dates & Times / Participants

Attach a site plan/s of the event area, including the location of marquees, vehicles, stages, generators, sound systems or stalls.

Location / Venue	Activity Start Time	
	Activity Finish Time	
Setup Dates <small>DD / MM / YYYY</small>	Start Time	Finish Time
Packdown Dates <small>DD / MM / YYYY</small>	Start Time	Finish Time
Participants Expected <i>approx.</i>	Spectators Attending <i>approx.</i>	

Describe the purpose of your activity and the programme of activities *attach copy of programme if available*

Street Activities (including Road Closures)

 N/A

A Traffic Management Plan is required for all activities on the road and also where activities are adjacent to the road.
eg in reserves where normal traffic flow may be affected

Parking are special restrictions required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Road Closure Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Street Flags / Banners Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Traffic Management Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

Please describe the reason for the restrictions, traffic control and/or road closure.
Include the name/s of road/s, time/s required. Attach a proposed Traffic Management Plan
indicating the location of the marshals, signage, cones, barriers and any traffic diversions. 

Traffic Manager Contractor	Phone no. <i>include area code</i>
Postal Address	Fax no. <i>include area code</i>
Email Address	Mobile no.

Note: For activities on Council Roads please contact **Opus Consultants (07 867 9650)**
For activities on State Highways please contact **Opus Paeroa (07 889 8600)**

Parade / March / Sporting Activities

 N/A

A Traffic Management Plan is required for all activities on the road. In addition to providing a Traffic Management Plan for an activity on a road. Please fill in Traffic Management details in above section.

Assemble Time of Participants (at venue start)	Departure Time of Participants (at venue start)	Finish Time of Activity (at venue end)
Number/Type of Vehicles, Floats and People Participating		
Street Route which you plan taking		

Note: If your activity has more than one start/finish time please attach additional schedule 

Use of Council Reserves (required under the Reserves Act)

 N/A

Activity Objectives Please state the reasons for having the activity/event. What do you hope to achieve?

i) _____

ii) _____

iii) _____

Please attach a copy of the programme if available. 

Continued next page

Community Benefits *How will the community benefit from having the activity on the reserve?*

i) _____

ii) _____

iii) _____

Public Access *Please provide a description of any measures proposed which may have the effect of restricting public access onto the reserve.*

i) _____

ii) _____

iii) _____

Note: If an event on a reserve will impact traffic flow on an adjacent road, then complete Street Activity section previous page.

Effects on the Environment

Structures *e.g. barbecues, marquees, signage, stages, tables*

Structures are to be included on site plan showing location and numbers of structure/s (also refer to regulatory licences section). Please attach any additional information. 

N/A

YES NO N/A

Amplified Sound

If your activity includes the use of amplified sound please supply details including type of music.

YES NO N/A

Special Effects

Please describe type of special effects (e.g. *stunt/ fireworks*), including the time staged and indicate position on your site map.

YES NO N/A

Hazardous Substances & Fireworks (Including LPG Bottles).

For fireworks displays or activities where LPG gas will be used and or stored on site contact ERMA (Environmental Resource Management Agency), and NZ Fire Service

YES NO N/A

General

Catering

Please supply the name of caterer/s and contact details.

 YES NO N/A

Name	Phone no. <i>include area code</i>
Email Address	Mobile no.

Clean Up

 (The Applicant is responsible for ALL clean up).

What are your arrangements?

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Consultation

Please attach a draft copy of the letter-drop letter. 

 YES NO N/A

Who will you be consulting with?

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Electricity

 (Check availability with TCDC)

Is TCDC power supply required?

 YES NO N/A

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Lighting

Will lighting be used?

 YES NO N/A

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Generator

Will a generator be used?

 YES NO N/A

Please provide details including the type of generator and include the location(s) on your site map.

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Promotion

Is the activity being promoted?

 YES NO N/A

Please describe the type of promotions and attach any material. 

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Sponsorship

Please describe and attach any material. 

 YES NO N/A

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Toilets

Will you use Council's existing facilities?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Will you provide your own portaloos?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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If you will be using portaloos, ensure the location is specified on your site map

Water

Is a water supply required? (please check availability)

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Please describe source and purpose

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Regulatory Licences

The organiser is responsible for obtaining all appropriate licences, if required, prior to the activity.

Trading Licence required for sale of any goods, services, collecting money etc

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Building Consents required for the placement of temporary buildings

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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e.g. marquees (over 100m²), platforms (over 1.5m high)

Liquor Licence required for the sale and/or supply of liquor

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Food/Health Licence

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Amusement Device Licence

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Aircraft helicopters, balloons

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Certificate Site Licence (ERMA)

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Note: Certain activities may require a Resource Consent. Please discuss this with TCDC

Public Liability Insurance

Provide proof of your insurance (attach copy) 

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
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Company	Amount \$	Exp. Date DD / MM / YYYY
Comments (including any relevant exclusions)		

Note: Public Liability Insurance is required for all Events & Commercial activities, unless they are to be of short duration (i.e. wedding ceremonies) or otherwise at the sole discretion of Council.

Health & Safety Plan

The applicant must provide a Health and Safety plan 30 days prior to the event taking place. This plan needs to manage risk to health and safety that may arise from either the event or the location where the event is held. It needs to meet the requirements of the Health & Safety at Work Act 2015 as well as all relevant regulations, standards and approved codes of practice. Resources to assist you with the planning process and to meet your obligations under the Health and Safety at Work Act are available upon request. More information is also available at www.worksafe.co.nz

Charges

The Organiser:

- will be required to pay the prescribed application and consent fees
- will pay all advertising fees for Road Closures
- may incur costs such as facility fees and other council-incurred costs
- will be responsible for the costs of barricades, signage, cones and other such items the activity requires
- may be asked to provide a bond.

TCDC will quote facility fees based on the information in this completed application form. Changes to the application may result in fee changes.

Parks & Reserves

All Fees and Charges are GST exclusive	UNITS	2018/2019
Non Commercial - Minor Event (less than 500 people) Event and Application Fee	Per Application	\$60.00
Non Commercial - Large Event (more than 500 people) Event and Application Fee	Per Event	\$440.00*
Commercial - Minor Event (less than 500 people) Application Fee	Per Application	\$60.00
Commercial - Large Event (500 - 1000 people) Application Fee	Per Application	\$100.00
Commercial - Major Event (more than 1000 people) Application Fee	Per Application	\$200.00
Commercial - Minor Event (less than 500 people) Event Fee	Per Event	\$420.00
Commercial - Large Event (500 - 1000 people) Event Fee	Per Event	\$600.00
Commercial - Major Event (more than 1000 people) Event Fee	Per Event	\$1200.00
*Unless Significant Community Benefit		
A bond may be required for any event at the discretion of the Council		

Privacy Act 1993

The information collected will be used to ensure the effective facilitation of your activity/event. It will, therefore, be distributed to other council departments, external agencies and will be used for public information as required.

Organisers must comply with the Council Bylaws. These can be viewed on www.tcdc.govt.nz

The information supplied with this application is true and correct according to the best of the Applicant's knowledge. The applicant agrees to abide by any conditions which TCDC may impose on the exercise of its grant of this application, provided that TCDC gives reasonable notice of any additional conditions to the Applicant.

Organisers agree to reimburse the Council for any costs incurred by the Council as a result of the activity.

Signature _____	Date (DD/MM/YYYY) _____
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General Event Information

Sound Equipment / Loud Hailers specify

YES NO N/A

Music / Band specify

YES NO N/A

Free Standing Gazebos specify

YES NO N/A

Caravans numbers and size

YES NO N/A

Stalls / Tents / Marquees specify

(Tents over 100m² in size require a Building Consent from TCDC)

YES NO N/A

Staging / Scaffolding numbers and size

(Stages and platforms over 1.5m in height above ground level require a Building Consent)

YES NO N/A

Carnival Amusements specify

(All mechanical devices require a Permit of Use)

YES NO N/A

Vehicle Access on Reserve number

YES NO N/A

Vehicle Parking on Reserve number

YES NO N/A

Fencing specify

YES NO N/A

Animals specify

YES NO N/A

Signage specify

YES NO N/A

Street Flags / Banners (Separate application is required)

YES NO N/A

To Assist You With Your Planning



The following are areas that Council suggests you address in your event management planning. If you have already prepared, or had prepared for you, plans or strategies dealing with the issues below, please attach a copy with your application. Although these may not always be required, Council may refuse to grant permission for events that appear inadequately planned.

First Aid Plan

DONE TO DO N/A

Intended Author

Security Plan

DONE TO DO N/A

Intended Author

Site Specific Health and Safety Plan

DONE TO DO N/A

Intended Author

Solid Waste Plan

DONE TO DO N/A

Intended Author

Risk Management Plan

DONE TO DO N/A

Intended Author

Parking Plan

DONE TO DO N/A

Intended Author

Other
