

Application for Events and Activities in a Public Place

(including beaches and reserves)



Note: Applications must be submitted a minimum of four weeks prior to the event date, or the application may be refused.

ALL FIELDS TO BE FILLED							
Name of Event / Activity							
Dates of Event <small>FORMAT: DD/MM/YYYY</small>				Rain/Alternate Date <small>FORMAT: DD/MM/YYYY</small>			
Type of Event	<input type="checkbox"/> CONCERT	<input type="checkbox"/> EXPO/ EXHIBITION	<input type="checkbox"/> FESTIVAL	<input type="checkbox"/> MARKET DAY	<input type="checkbox"/> PROMOTION	<input type="checkbox"/> PARADE	<input type="checkbox"/> SPORTS EVENT
	<input type="checkbox"/> PRIVATE CEREMONY <small>(incl. weddings)</small>	<input type="checkbox"/> FITNESS/WELL-BEING CLASS <small>(max 25 people)</small>	<input type="checkbox"/> OTHER, please specify: _____				
Type of Public Place to be used for event	<input type="checkbox"/> COUNCIL RESERVE	<input type="checkbox"/> BEACH	<input type="checkbox"/> ROAD	<input type="checkbox"/> OTHER			

Contacts

Company/Partnership/Club name	
Trading as <small>(if applicable)</small>	
Surname	Given names
Phone number	Email address
Postal address for service documents	

Is this event: Commercial Non commercial
 Other (please specify) _____

Invoice: (tick appropriate box) Company Contact person
 Other (please specify) _____

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.

Reserve / Public Place	Event Start Time	
Location address	Event Finish Time	
Setup Dates <small>FORMAT: DD/MM/YYYY</small>	Start Time	Finish Time
Packdown Dates <small>FORMAT: DD/MM/YYYY</small>	Start Time	Finish Time
Number of people attending		

Describe the purpose of your event 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?* YES NO

Road Closure Required YES NO

Street Flags / Banners Required YES NO

Traffic Management Required YES NO

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 **Pinnacles Civil** (tcductmp@pinnaclescivil.co.nz)
For activities on State Highways please contact **Higgins** (ewnoc@higgins.co.nz)

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?*

Please attach a copy of the programme if available.



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

Public Access *Please provide a description of any measures proposed which may restrict public access onto the Council reserve.*

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

General Information

Catering

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

YES

NO

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

Clean Up (The Applicant is responsible for ALL clean up).

What are your arrangements?

Consultation

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

 YES NO

Who will you be consulting with?

Electricity (Check availability with Council)

Is a Council power supply required?

 YES NO

Lighting

Will lighting be used?

 YES NO

Generator

Will a generator be used?

 YES NO

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

Promotion

Is the activity being promoted?

 YES NO

Please describe the type of promotions and attach any material. 

Sponsorship

Please describe and attach any material. 

 YES NO

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

Sound Equipment / Loud Hailers (Amplified / non-amplified, please specify below)

 YES NO

Music / Band (Amplified / non-amplified, please specify below)

 YES NO

Caravans numbers and size

 YES NO

Free Standing Stalls / Tents / Marquees / Gazebos / BBQ's / Tables

(Please specify below. Marquees over 100m² in size require a Building Consent)

 YES NO

Staging / Scaffolding (Numbers and size, please specify below)

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

 YES NO

Amusement Devices (please specify below)

(All mechanical devices need to be registered with WORKSAFE)

(All land-borne inflatable amusement devices must meet the requirements of Australian Standard 3533.4.1 2017)

(All water-borne inflatable amusement devices must meet the requirements of Australian Standard 3533.4.5 2017)

 YES NO

Special Effects

Please describe type of special effects (e.g. fog machine, laser lights), including the time staged and indicate position on your site map.

 YES NO

Temporary Vehicle Parking on a public place (please specify the number of parks required)

 YES NO

Toilets

Will you use Council's existing facilities?

 YES NO

Will you provide your own portaloos?

If you will be using portaloos, ensure the location is specified on your site map

 YES NO

Water

Is a water supply required? (please check availability)

Please describe source and purpose

 YES NO

Fencing

(Is fencing required? Please specify below and show details on your site plan.)

 YES NO

Animals

(Will animals be part of the event? Please specify below.)

 YES NO

Signage

(Will signage be required for your event? Please specify below.)

 YES NO

Regulatory Licences

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

Building Consents required for the placement of temporary buildings

e.g. marquees (over 100m²), platforms (over 1.5m high)

 YES NO

Alcohol Licence required for the sale and/or supply of alcohol

 YES NO

Food/Health Licence

 YES NO

Amusement Device Certification

 YES NO

Aircraft / Helicopters / Hot Air Balloon operator's licence

 YES NO

Certificate Site Licence (ERMA)

 YES NO

Note: Certain activities may also require Resource Consent. Please discuss this with Council

Public Liability Insurance

Provide proof of your insurance (attach copy) 

 YES NO

Company	Amount \$	Exp. Date
Comments (including any relevant exclusions)		

Note: Public Liability Insurance is required for all events & activities, unless they are to be of short duration 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

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.

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 the Council may impose on the exercise of its grant of this application, provided that the Council gives reasonable notice of any additional conditions to the applicant.

The applicant also agrees to:

- Pay the prescribed application and consent fees (if applicable).
- Pay for all advertising fees for any road closures.
- Pay any other costs such as facility fees.*
- Provide a bond if requested.
- Pay any costs associated with providing barricades, signage, cones and other such items the event may require.
- Comply with council bylaws. These can be viewed on www.tcdc.govt.nz.
- Pay the costs for any works (new or remedial) required for the event.

_____ Signature	_____ Date (DD/MM/YYYY)
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*The Council will quote facility fees based on the information in this completed application form.

Current Fees and Charges (all fees and charges are inclusive of GST)

Permits for Events and Activities			
Description		Units	
Non-commercial event and application fee for less than 500 people		Per application	\$60.00
Non-commercial event and application fee for more than 500 people <i>(daily charge may apply)</i>		Per event	\$440.00
Fitness/well-being class booking fee for less than 25 people		Per booking	\$60.00
Street flags/banners	commercial booking fee	Per booking	\$100.00
	non-commercial booking fee	Per booking	\$50.00
Amusement device	application fee	Per event	\$15.00
	each additional device	Per event	\$5.00

Licences for Commercial Events			
Description		Units	
Minor commercial event and application fees for less than 500 people		Per application	\$60.00
		Per event <i>(daily charge may apply)</i>	\$420.00
Large commercial event and application fees for 500 - 1000 people		Per application	\$100.00
		Per event <i>(daily charge may apply)</i>	\$600.00
Major commercial event and application fees for more than 1000 people		Per application	\$200.00
		Per event <i>(daily charge may apply)</i>	\$1200.00
<i>Fees may be waived by the Community Facilities Manager if evidence can be provided to show the event is of significant community benefit</i>			
<i>A bond may be required for any event at the discretion of the Council</i>			

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

 YES

Security Plan

 YES

Site Specific Health and Safety Plan

 YES

Solid Waste Plan

 YES

Risk Management Plan

 YES

Parking Plan

 YES

Other

Documentation Required:

- Detailed Site plan showing the areas to be used for the event, including location of marquees, vehicles, parking, stalls, the principal/main entrance, fences, barricades etc.
- Public Liability Insurance Certificate.
- Health & Safety Plan, Risk Analysis and Management Programme (RAM).
- Copy of Waikato Regional Council Temporary Maritime Event Permit for water activities.
Call 0800 800 401 or www.waikatoregion.govt.nz/services/regional-services/navigation-safety/events-on-waikato-region-waterways/