

Waipa District Council, Private Bag 2402, Te Awamutu 3840
 Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: events@waipadc.govt.nz

If only a road closure is required, please go directly to Section 3 (Road Closures) and complete this section only. Then go to the end of the form to sign and date it.

For the purposes of this form an event can be considered as any organised activity that takes place wholly or partly on public land (including roads, footpaths, parks, reserves, council venues and sports grounds) that requires approval from Council.

If you are organising an event or activity on public land in the Waipa district you should complete this form, which will help determine if you need permits or approvals. This will also help us to help you deliver a successful event.

If your event is on private property you may still require a resource consent for the event. You can contact Council to talk to the duty planner first to see if a resource consent is required or not.

Our events coordinator will track your application through Council’s event application process. Council staff may contact you during this time for further information to assist this application, or they may request a meeting. You will be notified once your application has been approved.

<i>Office Use Only:</i>		
Venue Property ID/Val. No.:	TRIM Ref:	CRM Ref:

1. Event Details	
Event Name:	
Event Date/s:	
Event start time:	Event finish time:
Set-up date and time:	Pack-down date and time:
Alternative/postponement date/s:	Have you held this event in the Waipa district before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Venue/Location: <i>Please attach copy of proposed site map/route</i>	
Number of participants (approx.):	Number of spectators (approx.):
What is the purpose of your event: <i>i.e. why are you holding it?</i>	
Description of activities: <i>Please attach copy of your event programme</i>	

2. Event Organiser Details

Organisation/Company:

Main contact:

Postal Address:

Postcode:

Email:

Phone (day):

Phone (after hours):

Mobile No.:

3. Regulatory Requirements

Roads:

Please tick all boxes relevant to your event

Are you going to use any roads or footpaths for your event?

Yes No

Are any State Highways affected by the event?

Yes No

Parking restrictions:

Do you need to control parking?

Yes No

If relevant, how will parking be managed for the activity? Please describe, including the purpose of parking restrictions and include road name/s and time/s of restrictions required, and attach your traffic management plan: (e.g. parking restrictions on both sides of Alpha Street from 11am to 4pm Saturday 20 March for pedestrian safety)

Road closures:

Will you need to stop or delay moving traffic on any roads?

Yes No

Are you applying to close any roads for your event?

Yes No

(Notice of up to 90 days may be required to implement a road closure. Please contact Council's Regulatory Engineer immediately when a road closure is planned or organised for an event in order to establish if enough time is available to implement a road closure for an event.)

If a road closure is required, please provide the following information:

The name of the person who requests the roads to be closed and the person's position in the organisation.
e.g. John Public. The President of the Pony Club or the Chairman of the Car Association Committee or the Secretary of the Ajax Company, etc.

The name, contact number, email address and address of the person organising the event.
e.g. John Public, 021 123 4567, jpub@extramail.co.nz, PO Box 987, Makiti,1234

The name or a description of the event. This name will be used in the newspaper advertisements.
e.g. The Annual Santa Street Parade.

<p>An exact description of the road or roads to be closed. <i>e.g. Selwyn Lane from a point on Selwyn Lane 35 metres from the centreline of Mahoe Street to Gorst Avenue and Gorst Avenue from Selwyn Lane to Arawata Street, Te Awamutu.</i></p>			
<p>The date and time of the proposed road closure. <i>e.g. From 11am to 2 pm on Saturday 20 March 2020.</i></p>			
<p>The reason why the road needs to be closed. <i>e.g. For the Annual Santa Parade.</i></p>			
<p>The name and address of the person or organisation to whom the invoices for the road closure advertisements must be sent. <i>e.g. The Secretary, Santa Claus Club, PO Box 987, Makiti, 1234</i></p>			
<p>The names and contact numbers of the persons or companies who will be responsible for the compilation and implementation of the Traffic Management Plan (TMP). <i>e.g. Peter Sign (012 987 6543) will compile the TMP and Tom Lollipop (012 987 0000) of Traffic Man-Plan Systems Ltd will be responsible for the implementation of the TMP.</i></p>			
<p>Applicants for road closure must also take note of the following:</p> <ul style="list-style-type: none"> ▪ For every road closure an indemnification form must be completed and sent back to Council. The <u>Road Closure Indemnification Form</u> can be found on Council's website under the 'Events' section. ▪ It is the responsibility of the applicant to inform all bus companies that may be affected by the proposed road closure. ▪ It is required that the applicant contact all residents and/or business owners who will be directly affected by the proposed road closure at the same time as the first advertisement of the road closure is published. <u>A list of the residents and/or business owners who have been contacted must be submitted to the Regulatory Engineer within ten days after the first advertisement has been published.</u> 			
<p>When a Traffic Management company is needed other than for a road closure:</p>	<p>Name of Traffic Management company:</p> <p>Contact name:</p> <p>Mobile no.:</p>		
<p>Have <input type="checkbox"/> NZ Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Service been advised of your event? <i>Please tick relevant boxes</i></p>			
<p>Noise: <i>Tick relevant boxes.</i> <i>Please attach an event run sheet, including performance times and sound checks.</i></p>			
<input type="checkbox"/> Live band	<input type="checkbox"/> Megaphones	<input type="checkbox"/> PA	<input type="checkbox"/> DJ
<p><input type="checkbox"/> Other (please describe)</p>			

Structures: <i>Please write quantity and dimensions beside each structure, or <u>attach additional sheet detailing structures.</u></i>			
<input type="checkbox"/> Marquees/tents <i>(over 100 sq.m)</i>	<input type="checkbox"/> Small gazebo	<input type="checkbox"/> Stage/s	<input type="checkbox"/> Temporary stands
<input type="checkbox"/> Access ramps	<input type="checkbox"/> Lighting towers	<input type="checkbox"/> Fencing	<input type="checkbox"/> Other
<input type="checkbox"/> Amusement equipment (type)		<input type="checkbox"/> Signage (size and locations) <i>May be subject to approval</i>	
Food and Beverages and Trading: <i>Tick activities to be undertaken at your event. Please write the quantity beside each category</i>			
<input type="checkbox"/> Food vendors		<input type="checkbox"/> BBQ or sausage sizzle	
<input type="checkbox"/> Caterers			
<input type="checkbox"/> Other stalls			
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Supplied	<input type="checkbox"/> Sold	<i>Note: Some venues have alcohol bans in place</i>
<input type="checkbox"/> Trading (Sale or distribution of goods, flyers, services, collecting money, etc.) <i>Please include all non-food stall holders and details – <u>attach separate sheet if required:</u></i>			
Waste: The applicant is responsible for the appropriate removal of all waste/diverted materials (recycling) from the event location. <i>If your event is assessed as being over a certain size or scope (including over 500 people), it is possible a waste management plan will be required. You will be asked to provide this by staff reviewing your application.</i>			
Do you require access to council's liquid waste services?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous substances, fireworks and special effects: <i>Please describe:</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Environmental Sustainability: The applicant needs to demonstrate that they have taken measures to ensure that the event is environmentally managed, e.g. to cover waste minimisation, effective and/or conservative use of resources (e.g. use of water/power/fuel, etc.) including recycling.			
4. Utilities			
Water:			
I require access to water <i>(subject to availability on council-owned venue)</i> <i>Please describe purpose.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Toilets:			
I require access to existing toilets <i>(subject to availability)</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be providing portaloos <i>(Please provide quantity and mark on site map)</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Remediation: You must plan for, and will be responsible for, remediation of any council sites. A post-event inspection will be undertaken.			
Electricity: <i>(subject to availability on council-owned venue)</i> I require access to power <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please describe purpose</i>			
I will be using generators <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please provide details including type and quantity, and mark on site map:</i>			
Lighting: I will be providing additional lighting <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please describe</i>			
5. General			
Promotion: How will you be promoting your event? <i>(Please attach any draft promotional material)</i>			
<input type="checkbox"/> Flyers/posters	<input type="checkbox"/> TV	<input type="checkbox"/> Radio	<input type="checkbox"/> Internet
<input type="checkbox"/> Facebook	<input type="checkbox"/> Other		
Signage: <i>Council has defined sizes, areas and duration of placement for event signage.</i> Will you be using signage for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a sheet detailing the likely location of sign/s, dimensions of the sign/s and duration they will be displayed.			
Tickets: Will your event be ticketed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Sponsorship/funding: Is Waipa District Council sponsoring or funding your event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Charges			
The organiser shall pay to Waipa District Council any fees relating to activities undertaken during this event should they be required, e.g. licences, permits, resource consents, and Public Notices to meet regulatory requirements.			
7. Public Liability			
All events should carry both Public Liability and other insurances to protect the event and ticket holders. Public Liability insurance is required for <u>medium to high risk</u> events, to protect the event organiser against claims made by a third party for damage to people or assets. Please provide proof of your public liability insurance: <i>(attach copy of your policy)</i>			
Company:	Insured amount: \$	Policy expiry date:	

8. Event Safety

Event Safety Plan: The event organiser should have an event health and safety plan to minimise risk to itself and event participants.

Do you have an event health and safety plan? Yes No

Do you have a designated event health and safety person? Yes No

9. Local Government Official Information and Meetings Act 1987 and Privacy Act 1993

Please note that this form is for internal use mainly within various council departments, however it may be distributed to external parties or agencies or used for public information as required.

10. Disclaimer

Lodging this form with Council does not constitute Council's approval to the event as there may be permits, licences or consents (depending on the size, nature and location of the event) that you will need to obtain from various Council departments in order to be able to run the event. The event organiser is responsible for the delivery and successful outcome of the event and for any liability associated with the event; this includes events held on Council owned property.

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 Waipa District Council may impose on the exercise of its approval of this application.

Applicant name:

Signature:

Date:

--	--	--

CHECK LIST - *If applicable to the size and scope of your event, have you attached:*

- | | |
|--|---|
| <input type="checkbox"/> proposed site map/route | <input type="checkbox"/> your event programme |
| <input type="checkbox"/> event run sheet | <input type="checkbox"/> waste management plan |
| <input type="checkbox"/> signage size and placement plan | <input type="checkbox"/> event health and safety plan |
| <input type="checkbox"/> copy of Public Liability insurance policy | <input type="checkbox"/> traffic management plan |
| <input type="checkbox"/> draft promotional material | |

If your application is assessed as requiring some of the above attachments, you will be advised by staff reviewing your application.

If you are unsure about any questions asked, please contact the Events Coordinator.

Post, email or hand in your completed form and attached documents to:

Events Coordinator
Waipa District Council
Private Bag 2402
Te Awamutu 3800

Fax: 07 872 0033
Email: events@waipadc.govt.nz
Phone: 0800 924 723

For free promotion of your event, make sure you check out whatsonwaipa.co.nz.

It takes just five minutes to get free district wide promotion.