

EVENT BOOKING REF:



PLEASE ENSURE YOU HAVE CONTACTED THE LOCAL AUTHORITY PRIOR TO COMPLETING THIS FORM

This form applies to: Auckland City Council, Auckland Regional Council, Franklin District Council, Manukau City Council, North Shore City Council, Papakura District Council, Rodney District Council, Waitakere City Council.

Name of Local Authority and your Facilitator:

Type of Activity: (please circle) Concert / Exhibition / Festival / Function / Parade / Promotion / Protest / Sport / Wedding / Other (please state)

CONTACTS

Organiser Name:

Alternative Contact:

Organisation Name:

Postal Address:

Phone: Fax: E-mail: Mobile:

Contact on the Day: Mobile:

LOCATION / VENUE, DATES & TIMES

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

Name of your Activity:

Location/Venue:

Date/s of Activity: Rain/Alternate Date:

Activity Start Time: Activity Finish Time:

Set-up Date/s: Start Time: Finish Time:
(If different from above):

Pack-down Date/s: Start Time: Finish Time:
(If different from above):

Number of Participants (approx):

Number of Spectators attending (approx):

Please describe the purpose of your activity and your programme of activities (attach copy of programme if available):

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STREET ACTIVITIES (INCLUDING ROAD CLOSURES)

n/a

NOTE: If this event requires a road closure, a minimum of eight (8) weeks notice must be given. Times may vary between local authorities, please check with your local authority contact.

Parking – are Special Restrictions required: Yes No n/a

Traffic Control e.g. Stop/Go Control: Yes No n/a

Road Closure required: Yes No 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 marshals, signage, cones, barriers and any traffic diversions.

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Traffic Management Contractor Name:

Postal Address:

Phone: Fax: E-Mail: Mobile:

For activities on motorways and highways, contact Transit New Zealand.

PARADE/MARCH/SPORTING ACTIVITIES

n/a

A Traffic Management Plan is required for all activities on the road.

Route:.....

Assembly Time of Participants (at the start venue):

Departure Time of Participants (at the start venue):.....

Finish Time of Activity (at the end venue):

Number/Type of Vehicles, Floats and People participating:.....

If your activity has more than one departure/finish time please attach additional schedule.

EFFECTS ON THE ENVIRONMENT

n/a

For ARC Applications, refer to their environmental impact assessment.

Structures e.g. barbecues/marquees/carnival amusements/stages Yes No n/a
 (To be included on site map showing location and numbers of structure/s (also refer to regulatory licenses section). Please attach any additional information.)

Amplified Sound Yes No n/a
 (If your activity includes the use of amplified sound please supply details including type of music.)

Special Effects Yes No n/a
 (Please describe type of special effects eg stunt/ fireworks, including the time staged and indicate position on your site map.)

Hazardous Substances & Fireworks Yes No n/a
 (For fireworks activities contact ERMA (Environmental Resource Management Agency) and NZ Fire Service.)

GENERAL

Catering (Please supply the name of caterer/s and a contact phone number.) Yes No n/a

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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 letterdrop letter.) Yes No n/a

Who will you be consulting with?

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Electricity (Check availability with your local authority.)

Local Authority power supply required:..... Yes No n/a

Lighting Yes No n/a

Generator Yes No n/a

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

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Promotion (Attach any relevant material.) Yes No n/a

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Is this a Non Profit Event? (If yes, Please provide details.) Yes No n/a

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Sponsorship (Attach any relevant material.) Yes No n/a

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Toilets

Will you be using existing facilities: Yes No n/a

Providing own Portaloos: (How many) Yes No n/a

(If yes, include location of portaloos on site map.)

Water (Check availability with your local authority.)..... Yes No n/a

Please describe source and purpose:

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REGULATORY LICENSES

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

- Trading Licence (Required for sale of any goods, services, collecting money etc.) Yes No n/a
- Building Consents..... Yes No n/a
(Required for the placement of temporary buildings e.g. marquees (over 30m2)/ stages (over 1m)/scaffolding/structures.)
- Liquor Licence (Required for the sale and/or supply of liquor.) Yes No n/a
- Food/Health Licence..... Yes No n/a
- Amusement Device Licence Yes No n/a
- Aircraft (*Helicopters/Balloons*) Yes No n/a

Certain activities may require a Resource consent. Please discuss this with your Local Authority

PUBLIC LIABILITY INSURANCE

Provide proof of your insurance (Attach copy.) Yes No n/a

Company:..... Amount \$:..... Expiry Date:

Comments: (Including any relevant exclusions.)

HEALTH AND SAFETY PLAN

The organiser must provide a written health and safety plan six (6) weeks prior to the activity. This plan must be prepared in accordance with the provisions of the Health and Safety in Employment Act 1992 including amendments made by the Health and Safety Act in Employment Act 2002, and the organiser is responsible for ensuring that the Act is complied with at all times. For further information see the attached guidelines or contact Occupational Safety and Health on (09) 525 0268.

CHARGES

The organiser may incur costs such as facility fees and other council incurred costs. The organiser will be responsible for the costs of barricades, signage, cones and other such items the activity requires. The organiser may be asked to provide a bond. The relevant Local Authority will quote facility fees based on the information contained in the completed form. Changes to the application may result in fee changes.

PRIVACY ACT 1993

The information collected will be used to ensure the effective facilitation of your event/activity. 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 conditions for the use The Local Authorities Parks, Reserves, Streets, Squares or Facilities. A set of standard conditions, relevant to the permitting Local Authority, is attached for your information. Any changes or additions to these conditions are at the discretion of the permitting Local Authority.

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

Signature: Date:.....



NORTH SHORE CITY - ADDITIONAL INFORMATION

GENERAL EVENT INFORMATION

Auckland Region: Permit Application for Events & Activities

Loud Hailers: Specify Yes No n/a

Sound Equipment: Specify Yes No n/a

Music/Bands: Specify Yes No n/a

Tents/Marquees: Yes No n/a

Number and Size
(Tents over 30m2 in size require a Building Consent from Environmental Services 486 8400 ext. 8102.)

Free Standing Gazebos/Easy-Ups Yes No n/a

Number and Size

Caravans: Number and Size Yes No n/a

Stalls: Number and Size Yes No n/a

Staging/Scaffolding: Yes No n/a

Number and Size
(Stages and platforms over 1m in height above ground level require a Building Consent from Environmental Services 486 8400 ext 8102.)

Carnival Amusements: Yes No n/a

Specify
(All mechanical devices require a Permit of Use from the Environmental Protection Department.)

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

TO ASSIST YOU WITH YOUR EVENT PLANNING:

The following are areas that Council suggests you address in your event management panning. 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 are/will not always be required, council may refuse to grant permission for events that appear inadequately planned.

First Aid Plan Done To Do Intended Author n/a

Security Plan Done To Do Intended Author n/a

OSH Plan Done To Do Intended Author n/a

Waste Management Plan Done To Do Intended Author n/a

Risk Management Plan Done To Do Intended Author n/a

Parking Plan Done To Do Intended Author n/a

Others:

