



NORTH SHORE CITY COUNCIL

Picnics / Barbeques Application Form



(For Picnics / Barbeques on Parks, Reserves and Beaches)

1. Name of Organiser: _____
2. Name of Organisation: _____
3. Postal Address: _____
4. Phone Number: (day) _____ (night) _____ (mobile) _____
 Fax Number: _____ E-Mail Address: _____
5. Contact on the Day: _____ (mobile) _____
6. Venue: _____ Ward: _____
(A site plan of the picnic / barbeque area is required with this application.)
7. Date of Event: _____
8. Starting Time: _____ Finishing Time: _____
 Set-Up Time: _____ Dismantle Time: _____
9. No. of Participants: _____

STRUCTURES AND EQUIPMENT

- | | | | | |
|--|------------------------------|-----------------------------|----------------|-----------------|
| Free-Standing Gazebos (<u>no sides</u>) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | How Many _____ | What Size _____ |
| Tents
<i>(Tents require Community Board approval)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | How Many _____ | What Size _____ |
| Carnival Amusements
<i>(Carnival Amusements require Community Board approval)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Specify _____ | |
| Music/Sound Equipment | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Specify _____ | |
| Food/Drink | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Specify _____ | |
| Alcohol | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Specify _____ | |
| Is vehicle access required in the reserve? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Specify _____ | |
| Is parking required in the reserve? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Specify _____ | |
- Associated Activities _____
(eg: games/barbeque etc.)

I am/We are familiar and agree with the listed conditions.

Signature: _____ Date: _____

Please return Application to:

Events, City Promotion & Tourism Dept
 North Shore City Council
 Private Bag 93500
 Takapuna
 North Shore City

Fax: 486 8500

CONDITIONS

1. All picnic/barbeque applications shall be lodged with North Shore City Council's Events, City Promotion & Tourism Dept. All applications requiring Event Panel approval shall be lodged at least three weeks prior to the wedding ceremony.
2. The Events, City Promotion & Tourism Dept shall be responsible for ensuring that there are no conflicts with other events.
3. No specific areas on parks can be reserved for exclusive use.
4. Portable gas barbecues only permitted.
5. The sale or supply of alcohol may require a liquor licence, at the applicant's expense (\$63.00). Contact the Liquor Licensing Officer on 486-8400 for further information. A Liquor Licence may require up to four weeks to process.
6. All tents/gazebos over 30 square metres in size will require a Building Consent, at the applicant's expense (\$270.00). Contact Environmental Services, 521 Lake Road (Level One) Takapuna – or phone the Building Services Help Desk on 4868400 ext. 8102 - for further information. A Building Consent may require up to six weeks to process.
7. The applicant shall be responsible for all event management including traffic and security.
8. The applicant shall be responsible for ensuring the provisions of the Health and Safety in Employment Act 1992 are complied with.
9. Any event will comply with Council Bylaws, appropriate Park Management Plan and District Plan.
10. Additional conditions will be attached to letter of confirmation.

SITE PLAN:
