

## EVENT APPLICATION FORM

Please complete this application, or parts where relevant to your Event.

**Please ensure you attach a site plan, including location of all temporary structures, and Health and Safety Plan.**

**Please include site address, names of roads, park/reserve to be used.**

Event Details	
Name of event:	
Date of event:	
Description of event: (for example, what activities will the event include?)	
Location (Street address):	
Number of people on location:	
Number and type of vehicles on location:	
Is this Event Profitable or Non-profitable?	

## Contact Details

Organisation:	
Contact Name:	
Postal Address:	
Street Address:	
City:	
Phone Number:	
Mobile Number:	
Email:	

## Dates and Times

Setup date and time:	
Event start date and time:	
Event finish date and time:	
Conclusion date and time:	

## Contact Person During the Event

Contact Name:	
Mobile Number:	
Phone Number:	
Email Address:	

## Parking Requirements

How many car parks do you require?	
How many on site car parks are available?	
If there are not enough car parks available on site, where will the over flow be accommodated?	

## Street Activities (please circle)

If you anticipate more than 200 vehicles a traffic management plan may be required

Is a road closure or traffic management plan required? If yes, a traffic management plan may need to be submitted up to 40 days prior to your event taking place.	NO	YES
Which traffic management company are you using?		

## Clean Up

(The organiser is responsible for the cleaning up of the venue)

What are your arrangements?	
Expected date/time of completion:	

**Toilets (please circle)**  
(One toilet per hundred people is required)

Will you be bringing in extra toilets?	NO	YES
If the answer is yes how many?		

**Sound (please circle)**

Will there be any amplified sound?	NO	YES
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**Special Effects (please circle)**  
(for example, fireworks, smoke, noise, lighting etc,  
also supply Health & Safety Certification for – fireworks)

Will there be any special effects?	NO	YES
If the answer is yes, please list type(s):		

**Entertainment**  
(for example, bands, bouncy castles etc.)

Will there be any other types of entertainment?	NO	YES
If the answer is yes, please list type(s):		

## Building Consent

Will there be any of the following (please circle):

Tents or marquees over 100m2	NO	YES
Platforms or staging over 1m high	NO	YES
Scaffold towers or grandstands	NO	YES
Portable buildings (for example, 'Portacom's')	NO	YES
Temporary artwork or structure	NO	YES

## Regulatory Licences (please circle)

The organiser is responsible for obtaining all appropriate licences before approval for your event can be given. Please circle which of the following licences will be required.

Sale of Alcohol	NO	YES	
Amusement Devices	NO	YES	
Sale of Merchandise	NO	YES	
Storage and use of LPG	NO	YES	
Storage and use of Diesel	NO	YES	
Storage and use of Kerosene	NO	YES	
Will you be using Food Vendors	NO	YES	
If yes, are they registered and current?	NO	YES	NOT SURE
Please give details:			

## Health and Safety Plan

The Health and Safety Plan for this event complies with the requirements of the **Health and Safety at Work Act 2015**. Guidelines to the Act can be found here:

<https://www.worksafe.govt.nz/laws-and-regulations/acts/hswa/>

Land-borne inflatables (bouncy castles etc.) will operate in accordance with the Worksafe land-borne inflatable device operating requirements. Guidelines can be found here:

<https://worksafe.govt.nz/about-us/news-and-media/land-borne-inflatable-device-operating-requirements/>

Amusement devices will operate in accordance with the Amusement Device Regulations requirements. Guidelines can be found here: <https://www.worksafe.govt.nz/topic-and-industry/amusement-devices>

Adventure activities will operate in accordance with Adventure Activities Regulations 2016. Guidelines can be found here: <https://www.worksafe.govt.nz/topic-and-industry/adventure-activities/information-for-event-organisers/>

A detailed sample Health & Safety Plan template which can be tailored to your event can be found on the “Running an Event” page on our website: <https://www.hurunui.govt.nz/rrl/events>

## Charges and Conditions

The organiser may incur costs such as use of facility fees and other Hurunui District Council charges. The organiser will be responsible for the cost of barricades, signage, cones and other items that the event requires. The organiser may be asked to provide a bond that will be refundable on fulfilment of council requirements. Organisers must comply with the conditions for the use of Hurunui District Council reserves and facilities. A set of conditions will be attached to your permit. Any changes or additions to these conditions are at the discretion of Hurunui District Council.

## Privacy Act 2020

The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Hurunui District Council departments, external agencies and for public notification as required.

## Confirmation

I the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this matter.

Name:	
Signature:	
Date:	

If any details, relating to this permit application, are altered after the form has been submitted, please advise the Hurunui District Council, as soon as possible at:

[events@hurunui.govt.nz](mailto:events@hurunui.govt.nz)

03 314 8816

66 Carters Road, Amberley