



Whakatane District Council

EVENT APPLICATION FORM

To hire a reserve for your event, please complete the application form giving as much information as you can, sign the declaration and return to:

Parks and Recreation Section
 Whakatane District Council
 Private Bag 1002
 WHAKATANE

Please mark any non-applicable sections as "NA". Please contact the appropriate section of the Whakatane District Council to discuss any permits required.

Approval for the use of reserves for mobile and itinerant traders will be restricted to no more than three events per annum not exceeding ten days per event.

Organisation:			
Full name of applicant:			
Also known as:		Occupation:	
Residential address:			
Postal address:			
Telephone (work)		Telephone (home)	
Mobile:		Email:	
Contact name and phone number during the event:			

Reserve required:					
Event:					
Date:		Start time:		Finish time:	

I confirm that I am authorised by the Trustees of the Organisation named below to enter into such a contract on behalf of their organisation. I confirm that I am aged 18 years or over. I agree to notify the District Council of any changes to the arrangements detailed in the application form.

Signed:		Printed name:		
Organisation:			Date:	
Proof of applicant's identification:				

Approved: _____
 Manager Parks and Recreation



Whakatane District Council

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				<i>Office use only</i>
Specify level of public liability insurance held:	\$			<input type="checkbox"/>
How many people will attend the event?	<input type="checkbox"/> 1-50	<input type="checkbox"/> 50-100	<input type="checkbox"/> 100+ Estimate if higher number	<input type="checkbox"/>
Crowd Control Plan to be submitted				<input type="checkbox"/>
If over 50 people are attending or bands are to be performing, written confirmation from the NZ Police that they have been advised is to be supplied not later than 30 days prior to the event date.				<input type="checkbox"/>
Event Risk Management Plan to be submitted				<input type="checkbox"/>
Site map for the event, to include parking areas, temporary structures, first aid areas, toilets, activities, etc, to be submitted				<input type="checkbox"/>
Traffic Management Plan to be submitted if a street march is associated with your event				<input type="checkbox"/>
Road closure: If any roads will need to be closed for the event, please request a separate information leaflet which sets out details of requirements and make written application to the WDC Asset Manager Roading				<input type="checkbox"/>
Are the toilet facilities sufficient for your event? <i>(Council's Environmental Health Officer can advise)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
What provision has been made for first aid?				<input type="checkbox"/>
Specify number of security guards in attendance				<input type="checkbox"/>
Litter collection plan (at the venue and outside in the surrounding streets) to be submitted				<input type="checkbox"/>
Will there be displays by teams, ie, motorcycles, cars, etc?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Will amusement devices be used at your event?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Copy of Pyrotechnic Display Certificate, signed by the Whakatane Fire Chief (urban) or Principal Rural Fire Officer (rural) to be submitted if fireworks or explosives will be used at the event				<input type="checkbox"/>
Will amplified sound be used or other noise be generated at the event?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Have you contacted/informed any neighbours who may be affected by noise, parking, or other activity associated with the event?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
If temporary structures such as tents, marquees, stages, lighting towers, etc, are to be erected, please supply details of dimensions, materials used and installers. Structures will be inspected by a Building Inspector who will provide written safety confirmation.				<input type="checkbox"/>
If liquor is to be served at the event please supply a copy of Special Licence when obtained from the WDC Licensing Inspector				<input type="checkbox"/>
If food is to be sold at the event please supply a copy of current Food Registration Licence when obtained from the WDC Environmental Health Officer				<input type="checkbox"/>
Will items other than food be sold at the event, eg, merchandise, sponsors' products?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Is there a cost to spectators?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Have arrangements been made for access for the mobility impaired?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Will there be animals at the event?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Will you use signage to promote the event?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>



Whakatane District Council

PLANNING AN EVENT OR OCCASION

The following guidelines have been developed to assist the event organiser in successfully completing the event application process. It is important that you take the time to read the information provided to ensure that your event is successful, safe and meets with the requirements as set out by the Whakatane District Council.

EVENT CO-ORDINATION

You may wish to contact the Whakatane District Council Events Co-ordinator (308-6726) to ensure that your event does not conflict with any other event in the area, or to obtain advice on advertising, etc.

TIMEFRAME

Approval for your event cannot be guaranteed if at least two months' notice is not given.

RESERVE RENTALS

Rental fees are specified in the Whakatane District Council Fees and Charges Schedule. In some circumstances a refundable bond may be required.

RISK MANAGEMENT/SECURITY

Risk Management Plan

A detailed Risk Management Plan must accompany the application, outlining risk to people, the environment and equipment, how to control the risk and the strategy to deal with the risk, as follows:

- **Possible risk to people.**
Example: Falling scaffolding.
Control: Structure is inspected by a Council Building Inspector.
Strategy: Keep spectators away from the scaffolding area by erecting barriers and having marshals in place.
- **Possible risk to the environment.**
Example: Grass is burnt by lines painted on turf.
Control: Ensure that only water-based paint is used.
Strategy: Only nominated personnel to paint lines on turf.
- **Possible risk to equipment**
Example: Damage to speakers.
Control: Keep crowd away from speakers.
Strategy: Employ extra security to patrol speaker area and erect crowd barriers.

Crowd Control Plan

Adequate crowd control measures must be in place to ensure the safety of spectators and participants. You should liaise with the Whakatane Police to discuss security arrangements such as the number of security personnel who may be required.

Where power generators or sound equipment are used, the location around the installation is to be patrolled by security personnel/marshals to minimise the risk to the public.

Whakatane Police, 07-308-5255

Emergency /Ambulance Services

All events should as a courtesy liaise with and inform the Whakatane Police and the local St John's Ambulance office of their intentions. Contact details are:

Whakatane Police, 07-308-5255

St John's Ambulance, 07-308-6111

In the case of an emergency dial 111.

Public Liability Insurance

All event organisers must hold public Liability Insurance. Public Liability Insurance will provide you with protection should a third party claim be lodged against the organiser. Without Public Liability Insurance you would be held personally liable. Contact your insurance agent to discuss your requirements.

PROTECTION OF RESERVES

Every effort must be made to avoid damage to the reserve and associated facilities. If such damage is expected, the application may not necessarily be approved.

- Any activity or action that may lead to damage to grass surfaces, plantings or structures must be approved prior to the event.
- Vehicles must be restricted to designated parking areas unless otherwise approved.
- The Council reserves the right to postpone or cancel any event if activities or weather conditions could lead to damage to the reserve.
- Any damage to the reserve or associated facilities must be notified to the Council as soon as possible.

Council staff will inspect reserves on the first working day following the event. Any damage to the reserve and associated facilities or any litter or rubbish will be recorded, the

hirer informed, and an appropriate arrangement to repair damage or clean up the reserve will be made.

All expenses incurred by Council on repairing damage or cleaning up reserves will be deducted from any security deposit. The liability of the hirer is not limited to the amount of the security deposit, and any charges incurred by Council over and above that amount will be recovered from the hirer as a debt.

Following the inspection of the reserve the security deposit (less any expenses incurred by Council) will be refunded.

Litter and Rubbish

The collection and removal of litter and rubbish for the reserve is the responsibility of the hirer. All litter must be removed from the reserve at the end of each day's hire. At the conclusion of the event, the streets immediately surrounding the event are to be included in the litter collection activity.

Fires

Fires are not permitted on any reserves without Council permission.

ENVIRONMENTAL HEALTH ISSUES

Food Stalls and Permits

If your event is on a Whakatane District Council reserve, you will need to indicate on your application whether you intend to have food traders at your event.

The Environmental Health Officer may contact you for further details about who your traders are and what they intend to sell. Additionally they may wish to know what water supplies are available for traders and what other facilities you will be providing.

Food stalls shall be licensed in accordance with current food legislation. Charitable stalls incur a lower licence fee. Each stallholder is required to arrange a license. Please refer your prospective food stallholders to Council's Environmental Health Officer.

All caterers inclusive of small fundraisers such as sausage sizzles must be registered with the local authority. In addition to this, local bylaws require personnel qualified in food handling to supervise on-site food preparation.

Allow ten working days before the event for the stalls to be approved.

Mobile and itinerant traders may also support your planned event provided they hold current licences with Whakatane District Council. Please check this aspect, and refer traders to Council's Environmental Health Officer.

From time to time, Environmental Health Officers attend events to ensure standards are being maintained.

Environmental Health Officer, 07-306-0500

Liquor Licenses

If you are intending to supply or allow consumption of alcohol at your event, you will need to obtain a special liquor licence. The Sale of Liquor Act describes when and where liquor can be sold and by whom. There is a cost associated with applying for a special liquor licence.

Application must be made at least ten working days prior to the date of the proposed event. Please liaise with Council's Liquor Licensing Inspector.

A liquor ban applies in some areas within the Whakatane District.

Liquor Licensing Inspector, 07-306-0500

Noise

Please ensure the event is managed so as to avoid excessive noise being generated from the site. If your event includes use of generators or similar appliances, please ensure such appliances are positioned as far as practicable from residential areas, as they can cause noise nuisance. Please note that your contact details will be provided to the Council's after-hours contractors.

Organisers are advised that in accordance with Section 327 of the Resource Management Act 1991 an Infringement Notice served for excessive noise carries a maximum penalty of \$500.00. In the event of an Infringement Notice being served on the organiser the security bond will be retained by the Whakatane District Council

Environmental Health Officer, 07-306-0500

Sanitary Arrangements

While the actual number of people attending your event may be unknown, a guide for the provision of sanitary facilities for an event of short duration is **one toilet per 200 people** expected to attend.

Further, if planning to provide Portaloos, please ensure some have wash-handbasins. The provision of toilets with wash-handbasins near to and for the use by food stall holders, etc, is recommended. Public toilets are to be located in areas with adequate lighting to safeguard personal security of users.

Environmental Health Officer, 07-306-0500

Fireworks

If fireworks are to be ignited on a Whakatane District Council reserve then a Department of Labour certificate is required stating the type of fireworks and the name of the licensed operator. Whakatane District Council must approve fireworks displays by signing the land owner consent form.

Whakatane Chief Fire Officer, 07-308-0471

Amusement Devices

Amusement devices may require permits and inspection. Please ensure permits are arranged and inspection occurs prior to the event. Inspection of the devices may be arranged with Council's Building Control Officers.

Whakatane District Council Environment and Policy Department, 07-306-0500

Temporary Building Permits

Temporary structures such as tents, marquees, stages, scaffolding etc, may require a temporary building consent from the Whakatane District Council. Any such structures should be included in your site plan submitted at the time of application and should include the size of the structure, who will be erecting the structure and what the structure is made of.

The erection of a large marquee (eg, 12 m x 24 m) would normally require a building consent. However, this will not be required, provided the following is observed:

- A minimum of three (3) entrances are provided.
- Each entrance is at least one metre wide and has unobstructed routes into/out of the tent.
- Each entrance is clearly signposted (with "Exit" or similar).
- A minimum of two (2) fire extinguishers are provided.
- Should you wish to provide seating in the marquee, then please provide this office with a plan of the proposed arrangement.
- Should scaffolding be required, please ensure that this is erected by a qualified rigger.
- Please arrange for inspection of the marquee prior to commencement of the event.

The erection of a stage in excess of one metre in height would normally require a building consent. However, this may not be required as long as the following is observed:

- Provide details for stage construction and erection to this office.
- Provide name and contact of professional rigger who is to erect the stage and the scaffolding.
- Please arrange for inspection of the stage to be carried out prior to the event.
- Ensure that adequate firefighting equipment is provided.

*Whakatane District Council Environment and Policy Department,
07-306-0500*

TRAFFIC ISSUES

Road Closures or Disruption to Traffic

If your event is on a State Highway you will need to contact Opus Consultants. For all other roads you must contact the Whakatane District Council Asset Manager Roading.

For an event that requires a road closure, to satisfy legislative requirements for an urban closure the Whakatane District Council requires a **written application at least two weeks prior to the event taking place**, and **eight weeks prior** in the case of a rural closure. You must supply proof of consultation with affected parties such as retailers or residents situated within the closed areas along with your application.

Contact with emergency services should also be made to make allowances for issues such as emergency access during the event.

Traffic Management Plans must be prepared by a suitably qualified person.

A separate information leaflet setting out requirements in detail is available from the Whakatane District Council.

*Asset Manager Roading, 07-306-0500
Opus Consultants, 07-308-0139*

Parking

Whakatane District Council operates on a time restricted parking system with limits varying from area to area. All limits are well signposted.

*Whakatane District Council Parking Section
07-306-0500*

ADDITIONAL SERVICES

Power and water facilities are available on request on a number of reserves. The provision of these services may incur additional costs over and above the reserve hire charge.

CONFIRMATION

Your reservation will be confirmed in writing by the Whakatane District Council once all requirements have been met.