



Private Bag 500
 Orewa
 Ph. 09 426 5169
 Fax. 09 426 0219
 Email. Info@rodney.govt.nz

EVENT APPLICATION FORM

For organised outdoor events on public roads, footpaths, car parks, walkways, parks, reserves, lakes, beaches or other council owned open public spaces

ORGANISER

- 1 Name of Organiser _____
- 2 Organisation Name _____
- 3 Postal Address _____
- 4 Phone _____ Fax _____
- 5 Email _____ Mobile _____
- 6 Contact on the day _____ Phone _____

EVENT INFORMATION

- 7 Name of Event _____
- 8 Location _____
- 9 Date/s _____
- 10 Alternative date/s _____
- 11 Set up date _____ Times _____
- 12 Event start time _____ Event finish time _____
- 13 Pack down date _____ Times _____
- 14 Anticipated number of participants _____ Anticipated number of spectators _____
- 15 Annual event NO YES If yes, next year's date _____
- 16 Would you like your event to be listed on the Rodney Website events page? www.rodney.govt.nz
 If yes, attach a brief description of the event

RISK MANAGEMENT

- 17 Health and Safety Plan (OSH guidelines available from council) Attached
- 18 Public Liability Insurance Attached
 Name of Insurer _____ Amount _____

EVENT DETAILS

- 19 Type of Activity Run/walk Cycle Tri/Duathlon
 (Please tick) Regatta Festival Parade
Other(Please specify) _____

- 20 Description of Activities Or schedule attached
- _____
- _____

- 21 Commercial Non Commercial / Fundraiser
 If event is a fundraiser, please describe charges and use of proceeds
- _____
- _____

- 22 Details of Event Planning
- | | NO | YES | | |
|-------------------|--------------------------|--------------------------|---------------------------|-----------------|
| Tents/Marquees | <input type="checkbox"/> | <input type="checkbox"/> | How many _____ | What size _____ |
| Caravan | <input type="checkbox"/> | <input type="checkbox"/> | How many _____ | What size _____ |
| Lighting | <input type="checkbox"/> | <input type="checkbox"/> | Details _____ | |
| Loud Hailers | <input type="checkbox"/> | <input type="checkbox"/> | _____ | |
| Sound equipment | <input type="checkbox"/> | <input type="checkbox"/> | Details _____ | |
| Supply extra bins | <input type="checkbox"/> | <input type="checkbox"/> | Number _____ | Provider _____ |
| Supply portaloos | <input type="checkbox"/> | <input type="checkbox"/> | Number _____ | Provider _____ |
| Animals | <input type="checkbox"/> | <input type="checkbox"/> | Please specify _____ | |
| Power Required | <input type="checkbox"/> | <input type="checkbox"/> | Electrician Details _____ | |

Waste Management

A new by-law has been introduced in Rodney that requires organisers of events held in or on a public place to produce a waste management plan, with particular emphasis on recycling, for the event. (A template is attached for assistance with the plan).

Waste Management Plan Attached

- 23 Check Terms and Conditions for details on whether you need to apply for a licence/permit
- | | | | | |
|---|-----------------------------|------------------------------|---|-----------------------------------|
| BYO alcohol | NO <input type="checkbox"/> | YES <input type="checkbox"/> | | |
| Sell alcohol | NO <input type="checkbox"/> | YES <input type="checkbox"/> | If yes, licence essential | Attached <input type="checkbox"/> |
| BYO food | NO <input type="checkbox"/> | YES <input type="checkbox"/> | | |
| Sell food as a fundraiser | NO <input type="checkbox"/> | YES <input type="checkbox"/> | Some conditions apply | |
| Sell food for private/business gain? | NO <input type="checkbox"/> | YES <input type="checkbox"/> | If yes, licence essential | Attached <input type="checkbox"/> |
| Resource Consent | NO <input type="checkbox"/> | YES <input type="checkbox"/> | | Attached <input type="checkbox"/> |
| Building Consent | NO <input type="checkbox"/> | YES <input type="checkbox"/> | | Attached <input type="checkbox"/> |
| Fires | NO <input type="checkbox"/> | YES <input type="checkbox"/> | If yes, permit essential | Attached <input type="checkbox"/> |
| Fireworks (contact Occupational Safety & Health 09 5250268) | NO <input type="checkbox"/> | YES <input type="checkbox"/> | If yes, certificate from ERMA essential | Attached <input type="checkbox"/> |
| Use of aircraft/balloons | NO <input type="checkbox"/> | YES <input type="checkbox"/> | If yes, permit essential | Attached <input type="checkbox"/> |

TRAFFIC MANAGEMENT

24 Expected number of vehicles _____
 Are the existing parking facilities adequate? No Yes
(If no, describe additional requirements below)

25 If your event is to be held on a road or footpath or if you consider that additional parking facilities are necessary, fill in the following section.

Vehicle Parking *(Give details of parking and attach site plan)* Site plan attached

Road Races *(Name course below and attach a site plan)* Site plan attached

Street Parades *(Name course below and attach a site plan)* Site plan attached

Road Use

- a. Is full closure of any road required? Discussion must take place before proceeding further. No Yes
- b. If no, is partial road or lane closure required? No Yes
- c. A Traffic Management Plan (TMP) must be prepared by a recognised Traffic Management Company and approved by the Council. Details must include: site map, start/finish times and details of safety precautions (eg. signs, barriers, cones, marshals, reflective clothing). Sufficient advance warning must be given for the TMP to be studied and, when necessary, amended to comply with Rodney District Council standards. Attached
- d. If the road is a designated State Highway, a TMP must be prepared to obtain permission from Transit New Zealand (CPO Box 1459, Auckland) and a copy of that approval included with this application. Attached

Please sign and date the form in the space below to acknowledge that you have read and understood the terms and conditions for use of open public space in the Rodney District.

Events and Filming Facilitator
 Rodney District Council
 Private Bag 500, Orewa
 Phone (09) 427 3260 Fax (09) 426 0219
 Email: events.filming@rodney.govt.nz

Signed by organiser/responsible contact: _____ Date: _____

NB Do not return this with section with your application - for your information

Terms and Conditions for Organised Outdoor Events

GENERAL

1. Consent applies only to the approved allocated area/s, time/s and date/s as named above
2. Activities must not restrict public access and enjoyment of the venue or venues associated with the activity, unless specific authorisation has been given.
3. The organiser shall obtain all appropriate licences and consents (eg. Liquor, food, trading, building permits, temporary structure, special effects, parking) prior to the activity.
4. The organiser of the activity shall indemnify Rodney District Council against all claims by any person in respect to injury, loss, damages (including fire damage), costs, expenses, claims, liabilities or proceedings caused or suffered or any other liability arising as a result of or out of any acts, omissions, breaches or non-performance of the organiser, its servants, agents, contractors, clients or invitees or as a consequence of the use of the site or as a result of conduct related to the activity.
5. The organiser shall provide to Rodney District Council proof that it holds a suitable public liability insurance policy, including details of the insurer, any relevant exclusions and the amount of insurance cover.
6. The organiser shall provide to Rodney District Council a written health and safety plan complying with the requirements of the Health and Safety Employment Act 1992 prior to the activity. The organiser must ensure the activity is conducted in a safe and responsible manner and undertake to comply with all obligations and responsibilities in accordance with the current applicable New Zealand Health and Safety statutes and regulations.
7. The site and its improvements, including vegetation, sand, rocks and turf must be protected and reinstated if disturbed.
8. Any vehicles that are part of or associated with the activity must be legally parked at all times and in a manner that ensures no obstruction will occur to other vehicles/pedestrians.
9. If, as a result of activities undertaken as part of, or in association with the above named activity, any damage is done to the environment, facilities or equipment as a result of that activity or its set up and pack down, the organiser will reimburse Rodney District Council in full for any costs incurred in repairing or reinstating said damage, including costs of clean up.
10. No structures, facilities or alterations to the venue may occur without prior approval from Rodney District Council.
11. The organiser must ensure that the activity complies with current legislation in the area of the activity including the Rodney District Plan, Rodney District General Bylaw, Local Government Act 1974 the Maritime Transport Act and any other applicable legislation. The organiser shall comply with all statutes, ordinances, regulations, bylaws or other enactments affecting to or relation to the venue/s or affecting the activity/ies.
12. The organiser shall comply immediately with all instructions or directions issued Rodney District Council officers and New Zealand Police in the execution of their duties.

PARKS, RESERVES AND SQUARES

13. Parks officers and ground staff have the authority to close grounds if adverse conditions require a closure. If the activity is on a sports ground or there is a possibility of adverse conditions affecting the venue, please phone
Chris Burgess on 021 273 0510.
14. The organiser shall not allow any vehicles on the venue grounds without the prior written consent of Rodney District Council.

STREETS

15. The organiser shall apply for any required road closure authorisations in writing at least eight (8) weeks prior to the activity. The process involves taking the application to a council committee, publishing a public notice, resolving any objections and, if approved, a final public notice. The cost of this process is to be met by the applicant.
16. Traffic Plan: The organiser shall provide a traffic plan to Rodney District Council before the activity. The traffic plan shall include the location of all relevant structures, equipment, facilities, assembly and dispersal areas, event or filming areas and other facilities including signs, cones, marshals, vehicles, parking restrictions, road closure details and access for the disabled, emergency vehicles and public transport. Rodney District Council may require further details to be included in a traffic plan.
17. The organiser shall liaise with Work Infrastructure regarding the provision, placement and removal of all appropriate barricades, cones and signs associated with the activity. Such barriers, cones and signs to be removed immediately after the activity.
18. The organiser shall provide suitably mature, qualified and identifiable marshals to the satisfaction of Rodney District Council.
19. The organiser shall ensure that all participants comply with all traffic laws, regulations and bylaws at all times during the activity and that all participants comply immediately with any instructions issued by NZ Police or Rodney District Council officers in the execution of their duties.

ON WATER ACTIVITIES

20. The Rodney District Council will consult with the Rodney District Harbour Master regarding the use of Rodney District marine and beach areas. The organiser shall comply with any directions or instructions issued by the Harbour Master, David Thatcher Ph (021) 969 330.

AIR ACTIVITIES

21. The organiser shall consult with Civil Aviation in addition to Rodney District Council regarding landing aircraft on Rodney District open public space. The organiser shall comply with any directions, instructions or advice issued by Civil Aviation.

FILMING ACTIVITIES

22. Where programme credits are listed, the role of Rodney District Council must be acknowledged.
23. Visual material approved for filming with this permit shall not be used for any other purpose than that stated in this permit without the authorisation of Rodney District Council.

FEES AND OTHER CHARGES

24. The organiser shall pay AMOUNT (plus GST) to Rodney District Council in respect of this activity permit and its attendant conditions. For Non commercial or community fundraising events the fee is waived.

Events Fees:	Commercial \$150 + GST per day
Filming Fees:	Commercial \$300 + GST per day
Weddings:	Ceremony and /or photographs - fee waived

25. The organiser shall be responsible for any other fees or service and supply charges associated with the activity. These fees are payable in respect of any other services, authority, approval, certificate, consent, service or inspection made by Rodney District Council officers or other appropriate local authority.

SPECIAL CONDITIONS

The organiser will be advised of any special conditions associated with the nature of the activity or the venue prior to the event.