

Picnic, BBQ, & Small Event Permit Application Form

For all low impact events on Rodney District Council public open space.

Your event facilitator is:

Event Booking Ref:

1. Event Information

Event Name:

Event Date/s:

Event start time/s:

Event finish time/s:

Setup/Pack-down date/s and time/s:

Rain Date/s:

Number of participants (approx):

Venue: Please attach a site map of your event

What is the purpose of your event: *i.e. why are you holding it?*

Description of Activities:

2. Contact Information

Organisation/Company (Full, registered company name):

Main Contact:

Tel:

Email:

Contact on the day:

Mobile:

Alternative Contact:

Tel:

Email:

Postal Address:
including postcode

Invoice Address:
including postcode

3. Effects on the environment Please tick all boxes applicable to your event

Structures: Please write quantity and dimensions beside each structure.

Marquees

Chairs

Barbeques

EZI-up/gazebo

Tables

Other

Noise:

Stereo

PA System

DJ

Other (please describe)

How do you plan to manage waste at your event?

The applicant is responsible for the appropriate removal of **all** waste from the event location.

Off Street Parking: Yes No

Please describe the purpose, time required and how many vehicles.

4. Food and Drink Please tick all boxes applicable to your event

Food:

<input type="checkbox"/> Supplying food		<input type="checkbox"/> Food Vendors (registered) (Quantity)	
<input type="checkbox"/> Food Vendors (unregistered) (Quantity)		<input type="checkbox"/> Caterers (Quantity)	
<input type="checkbox"/> Barbeque or sausage sizzle (Quantity)		Other:	
Alcohol: Supplied?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sold?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Trading Licence: (sale or distribution of goods, flyers, services, collecting money etc.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. Utilities Please tick all boxes applicable to your event

Electricity:

I require access to power (Please describe purpose)

 Yes No

I will be using generators (Please provide details including the type and quantity of generator/s you will be using)

 Yes No**Lighting:**

I will be providing lighting

 Yes No**Toilets:**

I require access to existing toilets (subject to availability)

 Yes No**Water:**

I require access to water (Subject to availability, please describe purpose)

 Yes No

6. General Please tick all boxes applicable to your event

Promotion:

How will you be promoting your event?

 Flyers/Posters TV Radio Internet Other (please describe)**Sponsorship:**

Is Rodney District Council funding your event?

 YesContact at
Rodney District
Council: No

7. Charges

The organiser shall pay to Rodney District Council a permit fee to be advised on submission of application by Development Advisor, Events.

The Applicant may incur extra charges for changes, late applications, or cancellation.

8. Privacy Act 1993

The information collected in this form 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.

The information supplied with this application is true and correct according to the best of the Applicant's knowledge. The Applicant agrees to abide by any conditions, which Rodney District Council may impose on the exercise of its granting of this application, if Rodney District Council gives reasonable notice of any additional conditions to the Applicant.

Applicant Name:**Signature:****Date:**

**Standard Conditions for the use of
Rodney District Council Parks, Reserves,
Squares, Streets or Facilities for Picnics, BBQ's and Small Events**

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General

1. **Changes to your activity:**
The organiser shall advise Rodney District Council as soon as possible of any proposed change to the nature of the activity, which shall be subject to approval as a variation of the event permit.
2. **Licences/Consents**
The organiser shall obtain all appropriate licences or consents at least six (6) weeks prior to the activity (eg. resource consent, liquor, food, trading, building consents, special effects, amusements, temporary structures and marquees).
3. **Site Plan**
The organiser shall provide to Rodney District Council, at least six (6) weeks prior to the activity, a plan of the site(s) including details and position of all equipment associated with the event.
4. **Insurance**
The organiser shall provide to Rodney District Council at least six (6) weeks prior to the event proof that it holds a suitable public liability insurance policy, including details of the insurer, any relevant exclusions and the amount of insurance cover,.
5. **Event Safety Plan**
The organiser shall provide to Rodney District Council at least six (6) weeks prior to the event a written event safety plan complying with the requirements of the Health and Safety Employment Act 1992 (in Health and Safety Act 2002).
6. **Serious Harm accident. [Health and Safety Employment Act 1992 s25 (a)(b)]**
The Event organiser must report any serious harm accident to the Department of Labour as soon as possible and in writing within seven days of the accident. Organisers should use the "Form of Register or Notification of circumstances of Accident or Serious Harm" found on the Department of Labour website to report the accident and provide Development Advisor, Events with a copy.
7. **Contacts**
The organiser shall ensure that they provide, at least six (6) weeks prior to the activity, to Development Advisor, Events, the name and mobile phone number of a contact person onsite on the day of the event.
8. **Control of Sound and Noise:**
The organiser is required to comply with decibel levels as set out in the Rodney District Council District Plan.
The organiser is required to supply the name and mobile phone number of a person who is available during the event and who has authority to control volume of noise.
9. **Compliance with Council Rules and Legislation**
The event permit provides the organiser with limited permission to occupy public land for the purposes stated. The organiser is responsible for ensuring that all activities also comply with the requirements of the Rodney District Council District Plan, the Rodney District Council Bylaws and the Local Government Act 2002. In particular, the organiser should be aware of laws relating to public places, signs and billboards.
10. **Compliance with Directions**
The organiser shall ensure that all participants comply immediately with any instructions or directions issued by Rodney District Council Officers in the execution of their duties.
11. **Access to Properties**
The organiser shall ensure that access and egress for residents, businesses and emergency vehicles are available at all times; that the public is not unduly inconvenienced, and that public and private access ways are kept clear at all times.
12. **Public Services**
The organiser shall provide a lost child facility, an information service and disability parking for the duration of the event.

13. Responsibility for Equipment

The organiser shall provide, set and remove all temporary structures, signs, rubbish bins, toilets, equipment, props or other structures or devices associated with the event. Removal of such equipment shall take place immediately after the event. All equipment and structures used must be in good, safe working order.

14. Responsibility for Clean Up

The organiser shall ensure that any area associated with the event is left in a clean and tidy condition, including surrounding streets. The removal and disposal of all rubbish associated with the event shall take place immediately after the activity and disposed of appropriately off site.

15. No Damage to Property

The organiser shall ensure that all wildlife, stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the activity or any set-up or pack-down period associated with it.. The organiser shall ensure that nothing is fixed, hung or otherwise attached to any features of the Park, Reserve, Square, Street or Facility (eg. trees, street furniture, lamp-posts, band rotundas, etc.) without the prior consent of Rodney District Council. Any damage associated with the event will be at cost to the event organiser, any damage must be reported to Event and Film Operations within five (5) working days.

16. Documentation

The organiser shall ensure that a copy of the Event Permit is available at all times during the event and any set-up or pack-down period associated with it.

Parks, Reserves And Squares

17. Liaison with Parks Staff: The organiser shall liaise with Rodney District Council Parks staff at least two (2) weeks prior to and on the day of the event. The appropriate contact details are available from Development Advisor, Events, phone 0800 426 5169 and will be on your event permit. Note: Parks officers and grounds staff have the authority to close grounds if adverse conditions require closure. If the activity is on a Sports park, the grounds staff will advise the organiser of any closures and may also put a notice over the 1ZB cancellation service.

18.. No Vehicles: The organiser shall not allow any vehicular use of Parks, Reserves or Squares without the prior written consent of Rodney District Council.

Streets

19. Compliance with Law and with NZ Police Directions

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 the NZ Police or Rodney District Council Officers in the execution of their duties.

Charges And Cancellations

20. Charges

The organiser shall pay to Rodney District Council a permit fee to be advised on submission of application by Development Advisor, Events.

21. Other Fees and Charges

The organiser shall be responsible for any fees, service and supply charges associated with the event as advised by Development Advisor, Events. These fees are payable in respect of any certificate, authority, approval, consent or service given or inspection made by Rodney District Council or any department, service, agent or local authority trading enterprise of Rodney District Council.

22. Bond

The organiser may be required to provide Rodney District Council a bond, at least six (6) weeks prior to the event. The purpose of the bond shall be to cover the potential costs of any breach of these conditions and also repairing any damage and undertaking any clean up work.

23. Damage to Assets

Any damage associated with the event will be at cost to the event organiser.
Any damage must be reported to Development Advisor, Events with five (5) working days.

24. Cancellation

Rodney District Council will charge a cancellation fee if the organiser of the event cancels the booking within six (6) weeks prior to the commencement of the event or if the organiser fails to notify Rodney District Council of any cancellation. The cancellation fee will be calculated at 50% of the total permit fee, or if it is more than six (6) weeks out from the event an administration fee of \$50.00 will be applicable.
If the event is cancelled due to bad weather there will be no cancellation fee.

25. Late Application Fee

Development Advisor, Events may charge a late application fee of \$100 if an application is received within six (6) weeks prior to the commencement of the event.

26. Special Conditions

The organiser will be advised of any special conditions associated with the nature of the activity prior to the activity taking place.

NOTE

After Hours Contacts

Should you have any concerns or queries on the day of your activity, please contact the contractor listed on the page of your permit or Rodney District Council after hours, phone 0800 426 5169. The Rodney District Council call centre will forward your query to an appropriate Rodney District Council Officer.

Garden

Please note that Rodney District Council Parks staff are unable to guarantee high quality bedding displays all year round due to seasonal factors and unforeseen circumstances. Please note that many displays have a strong seasonal component and this factor will influence the crops displayed and flowing times.