

# Application for Use of Parks or Open Spaces

Form CSG-002  
Whanganui District Bylaw 1995 Part 20 Public Places, Parks and Reserves



**WHANGANUI DISTRICT COUNCIL**  
Te Kaunihera a Rohe o Whanganui

## Application details

Park/Open Space Applying to use:	<input type="text"/>		
Name of Event:	<input type="text"/>		
Applicant(s) Name:	<input type="text"/>		
Postal address:	<input type="text"/>		
Contact details:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Phone (wk)	Phone (a/h)
Additional Contact details:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Phone (wk)	Phone (a/h)
Email:	<input type="text"/>		

*The License for use of Open Space will be emailed, unless otherwise specified*

## Public Place/Park/Reserve

*Please tick where applicable*

<b>Virginia Lake</b>	<input type="radio"/> Moon Gates	<input type="radio"/> Top Track	<input type="radio"/> Band Rotunda
	<input type="radio"/> Winter Gardens	<input type="radio"/> Swan Bridge	<input type="radio"/> Twin Bridges
	<input type="radio"/> Punch Bowl	<input type="radio"/> Other please specify	<input type="text"/>
<b>Bason Reserve</b>	<input type="radio"/> Barbeque Lawn	<input type="radio"/> House Garden	<input type="radio"/> Roadside Area
	<input type="radio"/> Millennium Hill	<input type="radio"/> Top Lawn	<input type="radio"/> Other <input type="text"/>
<i>The Gardens are open to the public from 8.00am till dusk, please select an area that will not prevent public access e.g. to the conservatories etc.</i>			
<b>Glen Logie</b>	<input type="radio"/> Rose Gardens	<input type="text"/>	
	<input type="radio"/> Other location	<input type="text"/>	
<b>Kowhai Park</b>	<input type="radio"/> Play Ground	<input type="text"/>	
	<input type="radio"/> Other location	<input type="text"/>	
<b>Other</b>	<input type="radio"/> Provide details	<input type="text"/>	
<b>River Activities</b>	<input type="radio"/> Provide Details	<input type="text"/>	

*Has the Iwi given permission for River Activity?*

## Details

*Please tick where applicable*

Event Start Date	<input type="text"/>	Event Start Time	<input type="text"/>	<input type="radio"/> Private	or	<input type="radio"/> Public
Event End Date	<input type="text"/>	Event End Time	<input type="text"/>			

Maximum number of Participants (approx.)

*Depending on the activities undertaken and/or numbers attending during your event, you may require a safety risk management plan. Refer to the next page for details.*

## Details continued

Please tick where applicable

Is alcohol to be on site?\*  Yes  No *If Yes, a special licence may be required—allow 20 working days (See Liquor Licensing Officer)*

Is food to be on site?\*

Yes  No Is food for sale?  Yes  No

*If Yes, a food licence may be required—Allow 7 working days (See Environmental Health Officer)*

Provide contact details of food provider:

Is a tent/marquee or other temporary structure to be erected on site?\*

Yes  No What size?

*If temporary marquee/structure is over 100m<sup>2</sup> a online building consent is required which may take 20 working days to obtain. Supply reference number if already submitted and complete the Health & Safety Hazard Plan document.*

Ref:

Apply to stay overnight\*

Yes  No Details:

Use of toilet facilities\*

Yes  No Details:

Vehicular access to site\*

Yes  No Details:

Animals to be part of use\*

Yes  No Details:

Services to be used\*

Yes  No Details:

(e.g. power etc. **please note** power is not available at every site)

### \* May not always be permitted or available

Will the road/footpath be used?  
Traffic issues?

Yes  No Details:

*If yes, traffic management plan maybe required*

Possible noise issues (band, stereo e.g.)?

Yes  No Details:

Will any Land-borne inflatable devices be used? (LBI)

Yes  No

*If yes, complete the RAMS form included as part of your application*

Will any Amusement devices be used?

Yes  No

*If yes, complete the RAMS form included and provide a copy of your WorkSafe Registration with this application as a permit is required (please contact Regulatory as fees and conditions apply).*

Will pyrotechnics be used?

Yes  No Details:

*If yes, FENZ will also need to be notified on 06 3480103*

Are Drones being used?  
(remotely Pilot Aircraft system)

Yes  No

*If yes, refer to WDC guidelines and submit a separate application form; please contact CAA or Parks Group for further information.*

Qualified First aiders on site?

Yes  No Details:

Are there any H & S issues?

*If yes, complete the RAMS form included as part of your application*

Any special site preparation requested of Council?

Yes  No Details:

Proposed Clean up action?

**NOTE:** A \$50.00 **non-refundable** administration fee is applicable. This application will not be accepted without payment.

**Refundable** bonds for damage and/or keys may be applicable.

The licence for this booking will not be issued until **ALL** relevant information requested has been supplied. Please be advised that under certain circumstances, a traffic management plan maybe required. Any activities that requires additional licences, they must be identified in the Health & Safety Hazard Plan included with this application. All documentation must be received and approved prior to any licence being granted.

**Additional details:**

**Name:**

**DATE:**

**Signature:**

On completion of this form please return to: [parks@whanganui.govt.nz](mailto:parks@whanganui.govt.nz)

**OFFICE USE ONLY**

Date received

Fee Paid:  **YES**  **NO**  
*(please circle whichever is applicable)*

Received by   
*(print name)*

Receipt no.:

Date approved

Approved:  **YES**  **NO**  
*(please circle whichever is applicable)*

Approved by   
*(print name)*

Signed by:   
*(Approving Officers Signature)*

Regulatory Licencing required?  Yes  No

Date:

Liquor?  Yes  No

Date:

Environmental Health?  Yes  No

Date:

Building Control?  Yes  No

Date:

Compliance? Amusement devices  Yes  No

Date:

Road -TMP required?  Yes  No

Date:

Parks & Property?  Yes  No

Date:

Health & Safety Hazard Plan?  Yes  No

Date:

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Phone 06-3490001 Fax 06-349 0000  
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