

# 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:

Applicant(s) Name:

Postal address:

Contact details:     
Name Phone (wk) Phone (a/h)

Additional Contact details:     
Name Phone (wk) Phone (a/h)

Email:

How would you like to receive your licence?  I will collect  Please email  Please post

## Public Place/Park/Reserve

Please tick where applicable

**Virginia Lake**  Moon Gates  Top Track  Band Rotunda  
 Winter Gardens  Swan Bridge  Twin Bridges  
 Punch Bowl  Other please specify

**Bason Reserve**  Barbeque Lawn  House Garden  Roadside Area  
 Millennium Hill  Other please specify

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.

**Glen Logie**  Location

**Kowhai Park**  Play Ground   
 Other location

**Other**  Provide details

**River Activities**  Location

Has the Iwi given permission for River Activity?  
— Contact Venues and Events for details

**Details** (note that dates must include the Set Up and Pack Down timeframe for your booking, not just the dates your event will be occurring, if applicable)

Type of Event/Purpose of Application:

Event Start Date  Event Start Time   Private or  Public  
 Event End Date  Event End Time  *Please tick where applicable*

Is this a regular event; would you like a reminder to re submit your application, the next calendar year?  Yes  No

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 and if you answer 'Y' to any fields also complete a H&S Risk Assessment (RAMS) using the template on the webpage you got this form from or by using your own document**

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?  Yes  No Details:

Traffic issues?

*If yes, traffic management plan maybe required, please contact the Infrastructure Office*

Possible noise issues (band, stereo e.g.)?  Yes  No Details:

Will any Land-borne inflatable devices be used? (LBI)  Yes  No

Will any Amusement devices be used?  Yes  No

*If yes, 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 Council guidelines and submit a separate application form; please contact CAA or Parks Group for further infor-*

Qualified First aiders on site?  Yes  No Details:

**Are there any H & S issues?**

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.

**Details continued**

Applicants Signature

/ /

Name of person signing: *(please print clearly)*

Dated

**OFFICE USE ONLY**

Date received

Fee Paid:

*(please circle whichever is applicable)*

Received by

Receipt no.:

*(print name)*

Date approved

Approved:

*(please circle whichever is applicable)*

Approved by

Signed by:

*(print name)*

*(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:

RAMS/H&S  Yes  No

Date:

Event Management Team  Yes  No

Date: