

Application for Use of Parks or Open Spaces

Form CSG-002

Whanganui District Public Places Bylaw 2023 Part 11

Whanganui District Council, 101 Guyton Street, PO Box 637, Whanganui 4540 - Phone 06-3490001



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

Application details

| | | | |
|-----------------------------|----------------------|------------------------|----------------------|
| Name of Event: | <input type="text"/> | | |
| Applicant(s) Name: | <input type="text"/> | | |
| Postal address: | <input type="text"/> | | |
| | <input type="text"/> | | |
| * Email: | <input type="text"/> | | |
| Contact details: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Name | Preferred Phone Number | Phone |
| Alternative Contact person: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Name | Preferred Phone Number | Phone |

**The permit for use of the Park or Open Space will be emailed*

Public Place/Park/Reserve

| | | | |
|--|---|------------------------------------|--|
| Virginia Lake | <input type="radio"/> Winter Gardens | <input type="radio"/> Band Rotunda | <input type="radio"/> Twin Bridges |
| | <input type="radio"/> Punch Bowl | <input type="radio"/> Swan Bridge | <input type="radio"/> Waka |
| | <input type="radio"/> Other please specify | <input type="text"/> | |
| Bason Reserve | <input type="radio"/> Barbeque Lawn | <input type="radio"/> House Garden | <input type="radio"/> Ring Road Centre |
| | <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> | | | |
| Glen Logie | <input type="radio"/> Rose Gardens | | |
| Kowhai Park | <input type="radio"/> Play Ground | <input type="text"/> | |
| | <input type="radio"/> Other location | <input type="text"/> | |
| Springvale Park | <input type="radio"/> Circus Lawn | <input type="text"/> | |
| | <input type="radio"/> Field—provide site plan | <input type="text"/> | |
| Other | <input type="radio"/> Provide details | <input type="text"/> | |

Details

| | | | | | | |
|--|---------------------------|--|----------------------|-------------------------------|----|------------------------------|
| 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"/> | | | |
| Approximate number of attendees: | <input type="text"/> | <i>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.</i> | | | | |
| Is a tent/marquee or other temporary structure to be erected on site?* | <input type="radio"/> Yes | <input type="radio"/> No | What size? | <input type="text"/> | | |
| | Ref: | | | <input type="text"/> | | |

If temporary marquee/structure is over 100m² an online building consent is required which may take 20 working days to obtain. If you have applied for this already, please supply reference number and complete the Health & Safety Hazard Plan.

Details continued

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

Is food to be on site? ☐ Yes ☐ No Is food for sale? ☐ Yes ☐ No

Provide registered name of food provider, or food registration number:

Do you require to stay overnight ☐ Yes ☐ No

Animals to be part of use ☐ Yes ☐ No

Vehicular access to site ☐ Yes ☐ No

Will you require the road closed? ☐ Yes ☐ No

If yes a road closure application will need to be submitted between 50—120 days prior to the event. Please see our website for the application and conditions.

Details:

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 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 Worksafe permit is required (please contact Regulatory as fees and conditions apply).—at least 20 days in advance

Will pyrotechnics be used? ☐ Yes ☐ No

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 concerns? ☐ Yes ☐ No

Details:

Proposed Clean up action?

NOTE: A \$75.00 **non-refundable** administration fee is applicable. This application will not be accepted without payment.

01 0790 0157888 02 Please use event name and event date as reference

Refundable bonds for damages and/or keys may be applicable.

The permit 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 may be required. Any activities that require 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 permit being granted.

Please provide any additional relevant details:

Name:

Signature:

Date:

On completion of this form please return to: yourcouncil@whanganui.govt.nz

OFFICE USE ONLY

Date Received

Receipt

Initials