

Application for use of parks or open spaces

Form CSG-002

Whanganui District Public Places Bylaw 2023 Part 11

Application details

Name of event:

Applicant(s)
name:

Postal address:

Email:

The permit for use of the park or open space will be emailed.

Contact details

Name:

Phone:

Alternative contact person

Name:

Phone:

Event start date:

Event start time:

☐

Public event
or

Event end date:

Event end time:

☐

Private event

Public Place/Park/Reserve

Virginia Lake

☐

Winter Gardens

☐

Band Rotunda

☐

Twin Bridges

☐

Punch Bowl

☐

Swan Bridge

☐

Waka

☐

Other
Please specify

Bason Botanic
Gardens

The Bason Botanic Gardens are open to the public from 8am till dusk. Please select an area that will not prevent public access, e.g. to the conservatories.

☐

Barbeque Lawn

☐

House Garden

☐

Ring Road Centre

☐

Millennium Hill

☐

Top Lawn

☐

Other
Please specify

Glen Logie

☐

Rose Gardens

Kowhai Park

☐

Playground

☐

Other location
Please specify

Springvale Park

☐

Circus Lawn

☐

Field - provide
site plan

Other

☐

Provide details

Details

Approximate number
of attendees:

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.

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

If a 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 the reference number and complete the Health and Safety Hazard Plan.

☐ Yes☐ No

What size?

Ref?

Is alcohol to be on site? ☐ Yes ☐ No **If yes**, a special licence may be required. Please allow 20 working days and get in touch with a 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

Vehicle access to site: ☐ Yes ☐ No

Will you require the road closed? ☐ Yes ☐ No **If yes**, a road closure application will need to be submitted 50-120 days before the event. Please see our website for the application and conditions.

Details:

Possible noise issues e.g. band or stereo? ☐ Yes ☐ No

Details:

Will any land-borne inflatable devices be used? (LBI) ☐ Yes ☐ No **If yes**, please complete the RAMS form as part of your application.

Will any amusement devices be used? ☐ Yes ☐ No **If yes**, please complete the RAMS form and include your WorkSafe registration. A WorkSafe permit is required (contact Regulatory Services for fees and conditions). Submit at least 20 days in advance.

Will pyrotechnics be used? ☐ Yes ☐ No **If yes**, FENZ will also need to be notified on 06 348 0103

Are drones being used? (remotely pilot aircraft system) ☐ Yes ☐ No **If yes**, refer to the council guidelines and submit a separate application form. Please contact CAA or Parks Group for further information.

Are there any Health and Safety concerns? ☐ Yes ☐ No Details:

Proposed clean up action?

Please note:

A **\$75.00 non-refundable administration fee** is applicable. This will be requested before your permit is released.
 Account number: **01 0790 0157888 02**. Please use the **event name** and **event date** as the 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 in certain circumstances, a Traffic Management Plan may be required. Any activities that require additional licences 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
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On completion of this form please return to: **yourcouncil@whanganui.govt.nz**

OFFICE USE ONLY

Date recieved

Receipt #

Initials