

# 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  Top Lawn  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  Circus Lawn  
 Other location

**Other**  Provide details

**River Activities**  Location

*Has the Iwi given permission for River Activity? — See Cultural Advisor*

## Details

Please tick where applicable

Event Start Date  Event Start Time   Private or  Public  
Event End Date  Event End Time

Is this a regular event?  Yes  No

Maximum number of Participants (approx.)  *Depending on the activities undertaken and/or numbers attending during your event, you may require a risk management plan and/or a health and safety plan — refer to WDC Risk Manager*

## 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?\*

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?\*

*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:

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

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 (contact Regulatory for further information)*

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, New Zealand Fire Service will 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?

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**

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Applicants Signature

 / /

Name of person signing: (please print clearly)

Dated

**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: