

Application for use of Town Basin

Information and guidelines

Policy

- 1 Any event, entertainment or activity on public land in and around the town basin area (as defined on the attached plan) including the parking areas north and south of the Riverside Drive bridges, must have prior written consent of Council.
Applications must be received at least one month prior to the planned event.
- 2 General approval will be given for the following activities:
 - concerts
 - community singing (e.g. - carols)
 - community organisations and sporting group activities.
- 3 Religious or political meetings or rallies shall not be permitted.
- 4 The use of amplifiers or loud hailers shall not be permitted, except as part of approved entertainment.
- 5 Sausage sizzles or food sales must have prior written consent of Whangarei District Council's Property Manager.

Conditions

The following conditions apply to any permits issued for use of public land in the Town Basin area:

- 1 Events may only be operated on the date, time and location approved by a permit from Council.
- 2 Permits issued by Council for any event must be displayed prominently while the event is in progress.
- 3 At no time shall any event or activity take place in a position likely to impede the passage of emergency services.
- 4 Event organisers shall be responsible for ensuring that the area occupied by the activity is left clean and tidy, and that no damage is caused to public property.
- 5 All activities must comply with all applicable Acts, Regulations and Bylaws, in particular the Health and Safety in Employment Act.

How to apply

An application for use of the Town Basin area must be made on the attached application form. All sections of the application form must be completed. Failure to do so may result in the application being declined.

Applications will be considered by the Property, Parks, and Roading managers of Whangarei District Council. Applications may be referred to the appropriate committee of Council for approval.

A permit will be issued on approval of the application.

Applications can be posted, delivered in person or emailed to us

Email to: mailroom@wdc.govt.nz

Deliver to: Customer Services, Forum North, Rust Avenue, Whangarei

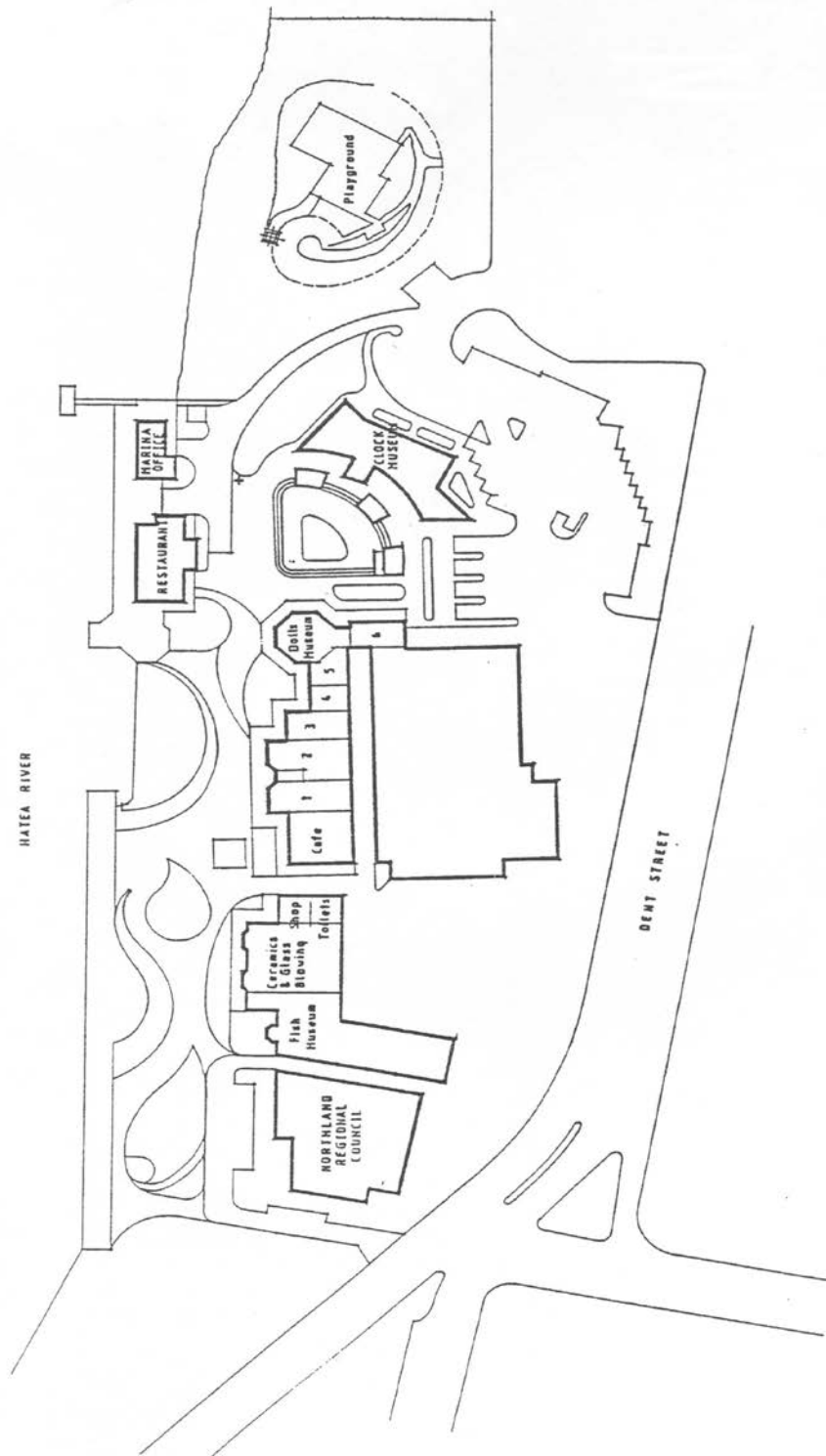
Post to: Whangarei District Council, Customer Services, Private Bag 9023, Whangarei 0148

For further information contact

Jenny Calder
Town Basin Co-ordinator, Property

Phone 09 430 4230 ext 8728
Mobile 027 244 2713
Email mailroom@wdc.govt.nz

Town Basin Plan



Electricity needs/water - Does your event need electricity or water to run?

Yes No

If yes, please attach details of requirements

Sound amps – Do you require the use of amplifiers or loud hailers? Yes No

Note *Use of amplifiers and loud hailers must have specific approval*

Tents/stalls/grassed areas - Do you wish to erect tents/stalls or make use of grassed areas in any way?

Yes No

If yes, please advise how many, size and where: _____

Food sales - Do you wish to sell any type of food? Yes No

Note *Sausage sizzles and food sales must have specific approval.*

Toilets/security facilities - Is your event going to run after normal business hours or attract large numbers of people to the area?

Yes No

If yes, what traffic / crowd control processes do you have in place and what do you estimate will be the impact on toilet needs?

Marking out/coning off areas - Does your event require any areas to be marked on surfaces or areas coned off?

Yes No

If yes, where and why?

Note *Coned areas will need approval for public safety reasons. Any marking on surfaces will needs to be removed by you at your cost before the next business day*

Traffic plans/other associated permit requirements – Does your event require any other permits/approvals to proceed?

Yes No

If yes, please attach copies of any related applications or approvals.

Vehicles – Do you require vehicles inside the complex at any time? Yes No

If yes, for how long, why and where will they be parked?

Note *This does not apply to the two parking areas to the north and south of the Riverside Drive bridges.*

Communication - To establish who else may be able to assist with your application please advise if you have had any communication with any of our staff members or had contact with Town Basin tenants.

Yes No

If yes, who?

Postponement of event - In the event of inclement weather do you wish to postpone your event or will it be cancelled?

Cancelled Postponed

If postponed – your preferred rescheduled date: _____

Health and safety - You are required by law to follow all health and safety regulations and also satisfy Council that you are taking all practicable steps to ensure the safety of everyone at all times. This includes the use of safety devices and having proper certification of all mechanical/electrical devices.

Are there any special particulars about your activity that you believe we should be aware of as they could affect public safety, potentially cause damage or have specific issues i.e. displays involving fire or physical danger?

Yes No

If yes, please provide details

Declaration (on behalf of group/organisation)

I declare that the information supplied here is correct.

If the application is successful, I/we agree to abide by the terms and conditions as laid down by Whangarei District Council

I/we are aware of our responsibilities under the Health & Safety Act and have taken all practicable steps to ensure the safety of everyone at all times

Name

Signature

Date

Town Basin

