

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 are not permitted. Other food product sales (including 'give-aways') must have prior written consent of Whangarei District Council's Venues and Events 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 available when requested by an authorised officer or representative of Council.
- 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.
- 6 Council owned playgrounds sports fields and neighbourhood reserves are Smokefree. All events held within these environments must comply. It is recommended that the Smokefree status be included in all event advertising and promotion.

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 Venues and Events, Property, Parks, and Roding 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 must be delivered or emailed to

Community Event Coordinator
Toll Stadium
51 Okara Drive
Whangarei

For further information contact

Phone 09 430 4230 ext.6194
Email mailroom@wdc.govt.nz

Application for use town basin

Creating opportunities for local communities

1 Name of event

- 1.1 Contact name _____
 Contact address _____

 Phone day _____ Mobile _____
 Email _____

2 Event details

- 2.1 Event date _____
 Time from _____ to _____

- 2.2 **Event/activity** Please provide a full description of what you wish to do and in which parts of the complex
(please mark clearly on attached map). Use extra pages if necessary

- 2.3 **Advertising** – Do you intend to put advertising hoardings in the town basin complex?

Yes No

If yes, please attach a photo of the intended signage and provide siting details

Note Council is not liable for the any media or promotion of the event, including but not limited to signage, banners, and/or flyers.

- 2.4 **Electricity needs/water** - Does your event need electricity or water to run? Please provide details

Yes No

If yes, please attach details of requirements

2.5 **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. Noise must exceed recommended levels. Further information in regards to noise control is available from Council.

2.6 **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

Note: Grassed areas may not be available during winter, or wet, months.

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

Note Sausage sizzles are not permitted in the Town Basin precinct. Sales of other food products must have specific approval from Council. Conditions apply.

2.8 **Toilets/security facilities** - Is your event going to run after normal business hours or attract large quantities 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?

2.9 **Marking out/coning off areas** - Do you intend to mark off, cordon or cone off any areas for the event?

Yes No

If yes, where and why?

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

2.10 **Traffic plans/other associated permit requirements** – Will your event disrupt the normal flow of traffic? If so, you will require a traffic management plan.

Yes No

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

2.11 **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 Parking restrictions apply in the Town Basin area.

2.12 **Communication** - Please identify any persons at the Town Basin you have contacted in regards to your event.

Postponement of event - In the event of inclement weather do you wish to postpone your event or will it be simply cancelled? If postponed, when would you prefer to reschedule to?

Cancelled Postponed

2.13 If postponed - new date

Health and safety - You are required by law to follow all health and safety regulations and also satisfy WDC 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

2.14 If yes, please provide details

3 Declaration (on behalf of group/organisation)

- 3.1 I declare that the information supplied here is correct.
- 3.2 If the application is successful, I/we agree to abide by the terms and conditions as laid down by Whangarei District Council
- 3.3 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 Plan

