



18 February 2005

## Conditions for Events on Council Roads where no formal Road Closure is required

1. This document is applicable where it is intended to hold a parade, sporting event, rally or demonstration or other event where participants will temporarily use council roads.
2. These events cause relatively minor disruption to normal traffic flow, therefore formal road closures are unwarranted. Where the formal closure of a road is considered, council's document titled: "Conditions associated with formal road closures" should be referred to.
3. Such events, by their nature, constitute a risk to all users of the road including participants. **It is emphasised that it is the responsibility of the organiser to ensure that appropriate safety precautions are taken at both the planning stage and during the event to prevent harm to all involved.**
4. All applications for such events shall be made to the Council Secretary, Whangarei District Council, on the proscribed form, a minimum of two months prior to the event.
5. Applications must include:
  - The purpose of the event.
  - Date, times, the route to be taken and the estimated number of participants.
  - Suitable assembly and finishing areas.
  - Details of the individual who will be responsible for the event on the day. .
  - A copy of a Safety Management Plan, which shall include details in respect to marshals, signs, safety apparel, advice to emergency services, access by emergency services in the event of an incident and safety briefings, response to emergencies/injuries and any other relevant matters. A map of the route and a diagram of the parade design showing positions of police and marshals etc must also be included.
  - Advice that the Police have been informed and that they will provide the appropriate number of staff to support the event.
6. Organisers shall consider as a priority the need to minimise disruption to other road users as much as possible during the event. To this end, advice of council staff and/or the police should be sought prior to submitting an application.
7. The Whangarei District Council or police have the authority to cancel the event if there are safety concerns.
8. The organiser will indemnify the Whangarei District Council against any claims arising from holding of the event.

Approvals to applications will be in writing.

# WHANGAREI DISTRICT COUNCIL

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## Application for Use of Public Road for Events

Title of event: \_\_\_\_\_

Event date: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Start time and duration: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Assembly area: \_\_\_\_\_

Finishing area: \_\_\_\_\_

Route to be taken: \_\_\_\_\_

Street/road Map attached: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Contact name and phone number of person who will be in charge during the event (if different from above): \_\_\_\_\_

Traffic Management Plan completed and attached.

I accept responsibility for the holding of the event in terms of council's general conditions (as attached) and in compliance with the terms of this application and with the safety management plan I have submitted in support of this application.

In consideration of the council at my/our request granting me/us a right to conduct an event pursuant to the attached agreement I/we hereby undertake and agree to indemnify and keep indemnified the Whangarei District Council from and against all actions, proceedings, damages, costs, claims, demands, payments, losses and expenses (including legal expenses whatsoever or howsoever) that the Whangarei District Council may pay, suffer, incur or sustain by reason of the Whangarei District Council having granted consent to me/us to conduct the event as detailed in the attached agreement.

\_\_\_\_\_  
**Applicant's Signature**

**Conditions of approval:**

- The event must adhere to the details approved at all times.
- The organiser must ensure compliance with the safety management plan.

Comments/stipulations:

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**Police approval**

Police will provide staff for this event.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Whangarei District Council approval**

Signature: \_\_\_\_\_

Council Secretary

Date: \_\_\_\_\_