



Application to hold an event or market* on Whangarei District Council land

1. Requested location

Town Basin

- | | |
|---|---|
| <input type="checkbox"/> Canopy Bridge P | <input type="checkbox"/> Hatea Loop Walkway – Huarahi o te Whai |
| <input type="checkbox"/> Pūtahi Park P | <input type="checkbox"/> Art Park – Reyburn House Lane P |
| <input type="checkbox"/> Raised stage (outside Mokaba) P | <input type="checkbox"/> Hihīaua Peninsula |
| <input type="checkbox"/> Grass area outside Claphams Clocks | |
| <input type="checkbox"/> Other – please specify | <input type="text"/> |

Park or reserve

- | | |
|---|--|
| <input type="checkbox"/> William Fraser multi-use events lawn | <input type="checkbox"/> Pohe Island (beside Camera Obscura) |
| <input type="checkbox"/> Pūtahi Park P | <input type="checkbox"/> Mair Park |
| <input type="checkbox"/> Other – please specify | <input type="text"/> |

Carpark

- | | |
|---|--|
| <input type="checkbox"/> Cobham Oval carpark | <input type="checkbox"/> Finlayson Street carpark P |
| <input type="checkbox"/> Pohe Island carpark | |
| <input type="checkbox"/> Other – please specify | <input type="text"/> |

Other location – please specify

Events held on Council land may require a resource consent.

P Limited power available onsite

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

* This application form is for events or markets that are short-term only. For enquiries on long-term markets please contact Whangarei District Council Community Event Coordinator on 09 430 4200.

2. Contact details

Organisation or group

Individual or key contact

Contact address

Contact phone no.

Email address

3. Experience

Please provide details of your organisation, group or individual experience relevant to your event or market.

4. Event or market details

Name of event or market

Event or market date(s)

Time(s)

Pack in

Start time

Pack out

End time

Website and/or social media site

Further description, please provide a full description of the event or market. If you are organising a market, please include the number of stalls.

Food sales

Do you intend to have registered commercial food vendors operating at your event or market? Yes No

Do you intend to have community fundraisers operating at your event or market? Yes No

If you are having registered commercial food vendors or community fundraisers operating at your event or market, you will need to apply for a licence. www.wdc.govt.nz/MobileVendors

Note: Information for safe handling of food at events can be found at <https://www.mpi.govt.nz/food-safety/food-safety-for-consumers/community-food/>

Alcohol

Do you intend to sell alcohol at your event or market? Yes No

If yes, you will need to apply for a Special Licence. This needs to be submitted 20 working days prior to your event or market. www.wdc.govt.nz/SpecialLicence

Will you be providing alcohol free of charge at your event or market? Yes No

If yes, you may be required to submit a Notification of Social Event application or apply for a dispensation. You can use our quick online tool to check if you need a special alcohol licence. www.wdc.govt.nz/SpecialLicenceTool

Advertising

Do you intend to put up billboards, signage or posters? Yes No

If yes, please provide details of where they will be placed as all signage must comply with the Control of Advertising Signs Bylaw and the District Plan.

Note: To book Council billboard spaces and find out more information about signage please call Whangarei District Council on (09) 430 4200

Electricity and water

Does your event or market require electricity or water onsite? Yes No

If yes, please provide details of your requirements

Note: Limited power is available at some locations, charges may be incurred.

Consents

Building consent

Will your event or market have a Marquee (100m²+) or stage onsite?

Yes No

If yes, please provide detail

Note: Temporary structures that exceed the above size may require a Council Building Consent Exemption. www.wdc.govt.nz/BuildingExemptions

If you intend to build your own stage, please advise on application.

Electrical amusement devices

Will your event or market have electrical amusement devices? e.g. ferris wheel, go karts on site?

Yes No

If yes, please provide detail

Note: Electrical amusement devices require a Council Permit Form to operate an amusement device. If you require a Council Permit Form, please request on application.

Drones consent

Will your event or market operate a Drone/RPAS?

Yes No

If yes, please provide detail

Note: Drones / RPAS operating over Council property must request permission to operate a drone, from Council. www.wdc.govt.nz/Drones

Noise consent

Do you intend to use amplifiers or loud hailers?

Yes No

If yes, please provide detail

[Empty text input area for noise consent details]

Note: Noise must not exceed levels in Council’s Operative District Plan. www.wdc.govt.nz/NoiseControl

Site plan and equipment

Do you intend to erect any shelters and/or equipment e.g. tents, tables, gazebos etc onsite?

Yes No

If yes, please provide a map/site plan detailing the location of all equipment including toilets, coning off or marking, fencing, waste bins and any other equipment

Note: Coned areas must allow access for public safety. Any marking on surfaces will need to be removed after the event so that the area is left in its previous state.

Waste management

Please provide details of how you will manage and promote zero waste at your event or market.

[Empty text input area for waste management details]

Note: For events exceeding 500 attendees and all markets, a waste management plan is required. If you would like an example, please enquire on application.

Attendance and ticketing

How many people is your event or market likely to attract?

[Empty text input area for attendance]

Is your event or market ticketed?

Yes No

Accessibility

Please provide details of how you will manage accessibility requirements at your event or market.

[Empty text input area for accessibility details]

Note: If you require an accessibility checklist, please request on application.

Public safety

Please detail below or attach your security plan:

Note: For events exceeding 500 attendees and all markets, a security plan is required. If you would like an example, please enquire on application.

Traffic Management and Temporary Road Closures

Will your event or market disrupt the normal flow of traffic? If so, a traffic management plan is required and in some instances a temporary road closure. Yes No

If yes, please detail below or attach your traffic management plan or temporary road closure request.

Note: Temporary road closure applications must be received by Council at least three months prior to the event date.

Will your event require vehicles inside the event area at any time? Yes No

If yes, please detail below where each vehicle will be parked and the duration to ensure public safety.

Note: Parking restrictions may apply depending on the area.

What kind of traffic volumes and requirement for parking will there be for your event or market?

Communication

Please list below any persons you have contacted regarding your event or market within Whangarei District Council.

Please list below any other persons or businesses you have contacted regarding your event or market in our community?

Health and safety

You are required by law to follow all health and safety regulations and satisfy Whangarei District Council that you are taking all practicable steps to ensure the safety of patrons at your event or market.

Please detail below or attach your Health & Safety Plan.

Note: If you would like an example please enquire on application.

Are there any special particulars about your event or market that you believe Council should be aware of? This includes, but is not limited to, anything that could affect public safety, potentially cause damage or have specific issues i.e. displays involving fire or physical danger?

Yes No

If yes, please describe in detail below.

COVID-19

Please confirm that your event or market will encourage a culture of adhering to the Ministry of Health guidelines for events, such as:

- QR code on site
- Manual sign in form
- Good hygiene practice

Smokefree and vapefree

All events and markets held on Council-owned property within these environments must comply with Council’s Smokefree Policy. It is recommended that the Smokefree and Vapefree status be included in all your advertising and promotion.

Note: If you would like a Smokefree Vapefree toolkit please enquire on application.

5. Declaration

By signing this you declare either individually or on behalf of your organisation that:

- The information supplied within this application is correct.
- If your application is successful, and you are issued with a permit, you or your organisation agree to abide by the terms and conditions below and any other reasonable direction of Council in regard to your event.

Name:

Signature:

Date:

6. Terms and Conditions

The following terms conditions shall apply to any permits issued for use of events and one-off markets on Council owned land.

1. Events may only occur on the date, time and location approved in a permit issued by Council and in accordance with any terms and conditions of that permit.
2. The permit must be held by the Organiser at the location of the event and made available for viewing by any person who requests it during the event.
3. The Organiser shall ensure that during the event nothing impedes or is likely to impede the passage of emergency services, endanger the public, or contravene Health & Safety legislation.
4. The Organiser shall ensure that the area occupied by the event is left clean and tidy, all waste is removed from the area, and that no damage is caused to Council property. Any costs to Council for repair resulting from damage to the location due to the event will be charged to the Organisers.
5. The Organiser must be aware of and comply with all applicable Acts, Regulations and Council Bylaws and Plans that affect the event. This responsibility extends to obtaining any other consents or approvals required by law.
6. The event must comply with the noise limits, under Council's Operative District Plan, for the location the event is held in.
7. The event must be Smoke free and Vape free and comply with Council's Smoke free Policy. It is recommended that the Smoke free Vape free status be included in all event advertising and promotion.
8. All signage must comply with the Control of Advertising Signs Bylaw 2014 and the requirements of Council's Operative District Plan.
9. Nothing shall be permanently affixed to any structure at the event location however temporary signs and flags may be attached in a way so as not to cause damage to any part of the structure. Such temporary signs and flags must be removed immediately after the event and any damage repaired. Any costs to Council for repair will be charged to the Organiser.
10. All events must have a Health and Safety plan approved by Council which identifies significant hazards.
11. The Organiser agrees to pay all reasonable charges for electricity and water used for the event.
12. The Organiser will comply with any reasonable direction from Council relating to the security of the event and the area occupied by the event or the safety and security of any person at the event.
13. The Organiser indemnifies Council against all claims, costs (including legal costs) and liabilities of any kind incurred as a result of the event, including but not limited to any claims arising out of the Organiser breaching the requirements of an event permit and any third-party claims arising out of damage to property incurred as a result of the event.

Special Conditions

1. Permits will be subject to a Health and Safety plan being submitted to and approved by Council and confirmation of the approval of traffic management plans, road closure approvals, and any other approvals or plans (where required). Without these approvals, the Council reserves the right to withdraw the permit.

7. Submitting your application

Applications must be delivered or emailed to:

Community Events Coordinator
 Whangarei District Council
 Private Bag 9023, Te Mai
 Whangarei 0143

Email: mailroom@wdc.govt.nz

Applications will be evaluated and responded to within 4 weeks from receipt of a completed application form and required documentation.

Office use only



Application and relevant documentation received

Date

Review and recommendation made for approval

Date

Department	Date	Approve or decline	Notes
Venues and Events			
District Development			
Parks			
Roading			
Health & Bylaws			
Resource Consent			
Building Consent			
Permit issued			