

Event Application Form

(Resource 9)

Please complete this event application form ensuring you fill out all sections. You will receive confirmation of the right to hold your event, as described in this application, within two weeks of receipt of this application. Please note, that depending on the complexity of your event it may take up to six weeks to process.

A Bond may be applied to your event booking to cover the cost of damages to property caused by this event.

Name of the event	
Type of booking (Community, commercial, private individual, etc.)	

Dates/times/venue	
Set up date and time	
Event start date and time	
Event finish date and time	
Site cleared and vacated by date and time	
Location/address (booked or planned - include address) Note: You are responsible for booking the venue	

Please attach an event site plan to this application. You may request a site map or floor plan from Selwyn District Council to assist.

Your event site plan needs to be detailed and show the location of all temporary structures, toilets, entry/exit points, fencing, rides/entertainment, vehicle entry/exit, parking, first aid, evacuation/emergency procedures, assembly points in the case of an emergency, event administration, power supplies, food/beverage vendors, etc. Please include the names of any roads showing on the plan as well. This will be handy for you when you set up on the day.

Brief description of event (e.g. Event type; why you're holding the event; types of activities involved)	
Anticipated numbers of attendees	
Target Audience	

Contact details	
Group/organisation	
Contact person	
Postal address	
Physical address	
Contact details	Bus _____ Home _____ Mobile _____ Fax _____ Email _____
Contact person on the day <i>(must be able to affect change on event if requested at short notice)</i>	
Contact details	Bus _____ Home _____ Mobile _____ Fax _____ Email _____

Entertainment and activities	
<p>Please provide some details about what will be happening at the event</p>	

Parking/vehicles	
<p>Estimated number and type of vehicles on event site during the event</p>	
<p>Anticipated number of parked vehicles</p>	
<p>Where will people attending the event park their vehicles?</p>	
<p>Do you plan to use Parking Marshalls? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

NOTE: If you have any concerns about your parking requirements/potential issues phone Selwyn District Council on 03 347 2800 and ask for the Senior Events Advisor.

Road closure/changes to the road environment

Is a road closure required? ☐ Yes ☐ No

A Traffic Management plan is required if you plan to make changes to the road environment, and must be submitted at least 42 working days prior to the event. The Transportation Asset Engineer will discuss this with you in detail when you make contact.

Name of the traffic management company you plan to use (if known): _____

NOTE: If you intend to make any change to the road environment, including road closure OR if you are not absolutely sure please phone Selwyn District Council on 03 347 2800 and ask for the Transportation Asset Engineer.

Rubbish and clean up

Do you plan to provide additional rubbish and recycling bins? ☐ Yes ☐ No

If no, please explain how you will manage waste at your event:

There are a limited number of Waste and Recycling Event Bins available for use FREE of charge from the Selwyn District Council. These are able to be booked via email: event.bins@selwyn.govt.nz.

NOTE: The organiser is responsible for the cleaning up of the venue. The Selwyn District Council's Solid Waste Support Officer on 03 347 2759 can help provide advice for your rubbish and recycling needs.

Toilets

Are there existing toilet facilities at your event venue, and have you been given permission to use them?

☐ Yes _____ (number) toilets are available to use

☐ No

Will you be bringing in extra toilet facilities?

☐ Yes _____ (number)

☐ No (*please justify e.g. there are enough existing toilet facilities at the venue*)

If no, please justify:

Remember to mark locations on the site plan.

NOTE: A minimum of THREE toilets for an event with 500 people is required and there needs to be accessible facilities.

Smokefree policy

Selwyn District Council has a Smokefree Public Outdoors Policy. This is specific to parks, playgrounds, sports grounds and at Council supported events.

Are you able to support the Smokefree message at your event (e.g. signage - if provided with, PA announcements)?

☐ Yes ☐ No

Public liability insurance

This is generally required if you're inviting the public to attend your event. Talk to an insurance provider or advisor to discuss your event details.

Company: _____ Amount: \$ _____ Expiry: _____

Comments:

Resource consent

Have you applied for resource consent? ☐ Yes ☐ No

NOTE: You may need resource consent, depending upon the nature of the activities, vehicle movements and noise levels. Contact the Duty Planner on 03 347 2868 or come in to the Council Headquarters in Rolleston and speak to a Planner at the counter to determine what rules apply to your activity.

Regulatory licences

The organiser is responsible for obtaining all appropriate licences before approval for your event can be given.

Which of the following licenses will you require?

Sale of Liquor ☐ Yes ☐ No

Sale of Merchandise ☐ Yes ☐ No

Storage and use of Diesel ☐ Yes ☐ No

Will you be using Food Vendors ☐ Yes ☐ No

Amusement Devices ☐ Yes ☐ No

Storage and use of LPG ☐ Yes ☐ No

Storage and use of Kerosene ☐ Yes ☐ No

Are your Food Vendors registered and current? ☐ Yes ☐ No

Special effects

Will there be any special effects? (e.g. Fireworks, smoke, noise, lighting etc.)

☐ Yes☐ No

If yes, please give details:

NOTE: Health and safety certification for fireworks needs to be submitted with this application.

Building consent

Will there be any of the following?

Tents or marquees over 100m²

☐ Yes☐ No

Platforms or staging over 1m high

☐ Yes☐ No

Scaffold towers or grandstands

☐ Yes☐ No

Portable buildings (e.g. Portacoms)

☐ Yes☐ No

Temporary artwork or other structure

☐ Yes☐ No

If yes to any of the above, please give details (remember to mark locations on the site plan):

If building consent is required, the application form (Form 2) and information can be accessed from the Selwyn District Council website www.selwyn.govt.nz/services/building/applicationforms-and-check-lists.

NOTE: Allow at least 20 working days in advance of the event to allow the application to be processed.

Please remember to attach your site plan and include the layout of all activities, stalls, vendors, toilets, entry/exit points, assembly points in the case of emergencies.

Health and safety plan

A written Health and Safety Plan is required to be in place and submitted to Selwyn District Council.

- ☐ I/we confirm that the Hazards, Risks and management of these have been explained to us prior to operating in the workplace. I have been supplied with a copy of the Selwyn District Council Health and Safety Plan for this venue.
- ☐ A Selwyn District Council representative has, with the Event Manager, inspected the event location to ensure the venue is safe for our event.
- ☐ I/we confirm that our organisation has a Health and Safety Plan for the event (copy supplied to Selwyn District Council), which complies with the Health and Safety at Work Act 2015, and all other relevant legislation.
- ☐ A site plan is provided with this application that includes all required details as outlined in this application.
- ☐ A Risk Register is kept on site.
- ☐ We will undertake all practicable measures to ensure the safety of all persons whilst operating at this venue.
- ☐ Control measures for hazards and resulting risks are reviewed at intervals appropriate to the running of the event.
- ☐ Someone has been given the role of Health & Safety Officer at our event, and they are trained in Workplace First Aid, as a minimum.
- ☐ For large events (over 500 people). We have additional Health and Safety staff to ensure the health, safety and well-being of all people at the event.
- ☐ An emergency plan designed for our event is in place for dealing with a variety of emergencies, and all staff have been briefed on the emergency procedures prior to the commencement of our event. Please provide a copy to Selwyn District Council.
- ☐ A Health and Safety briefing will be carried out with staff (including volunteers) prior to each session of the event, and documented.
- ☐ All staff working at the event location have the necessary knowledge and skills to perform their job adequately, or they will be adequately supervised.
- ☐ An accident / incident register is kept at the event. All accidents and incidents will be reported on.
- ☐ Total number of staff/volunteers working at our event is. _____

PRIVACY ACT 1993 - The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Selwyn District Council departments, external agencies and for public notification as required.

I the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this matter. I accept there may be a bond requirement associated with this application and booking. I can confirm I have read and understood the conditions and requirements that could apply.

Name: (Print) _____

Signature: _____ Date: _____

If any details, relating to this event application, are altered after the forms are submitted, please advise the Selwyn District Council as soon as possible.

Attach your detailed site plan and any other supporting information and:

Send to: events@selwyn.govt.nz

Or post to: Events
Selwyn District Council
PO Box 90
Rolleston 7643

If you have any questions please call Selwyn District Council on 347 2800.

Venue Bookings: Conditions and requirements that could apply	
Council indemnity and cancellation	The organisers shall absolve the Council from all liability relating to the booking if any unforeseen circumstances arise after the booking has been confirmed.
Nuisance	The organisers will be responsible for the control of any nuisance that may eventuate as a result of the event activities at the event site.
Health and safety	Please ensure that all participants are made aware of their responsibilities under the Health and Safety at Work Act 2015 and that a management plan be developed specific to this event.
Bond	<p>A bond of \$[TBA] may be required for the use for this venue. This bond may be used for any reparation of the area over and above normal wear and tear that may be required as a result of your event activities. Any balance will be refunded directly to you.</p> <p>Please forward this bond to the Selwyn District Council at least 10 working days prior to the booking, as per deposit details provided to you.</p>
Signage	<p>Temporary signs to advertise or promote your event are permitted on the day of the event. Please contact the Environmental Services Unit if further advice is required.</p> <p>Signs are not permitted on telegraph poles, traffic signs, on road reserves or within 50 metres of a controlled intersection (e.g. traffic lights, roundabouts, Stop or Give Way signs).</p> <p>Different rules for signage may apply to NZTA and KiwiRail owned/managed land and reserves.</p>
Public liability insurance	<p>The hirer is responsible for Public Liability Insurance.</p> <p>This is generally required if you are inviting the public to attend your event. Talk to an insurance provider or advisor to discuss your event details.</p>
Food stalls	<p>Anyone selling food at your event is subject to the Food Act 2014. Vendors selling food at your event may or may not be required to register under the Act.</p> <p>Registration is not required if a charity, cultural or community group is selling food less than 20 times per year to raise funds, if they are a sports or social club or marae where food is not the purpose of the event, or if they are selling food once in a calendar year at an event such as a local fair.</p> <p>Please contact an Environmental Services Officer if unsure of anything or for clarification: health@selwyn.govt.nz or ph: 03 365 1667</p>
Rubbish	The organiser is responsible for cleaning the venue after their event. Please phone Selwyn District Council's Solid Waste Support Office on 03 347 2759 to discuss your rubbish and recycling needs.
Tents and marquees	<p>Any tent or marquee over 100m² will require an Exemption from the need for Building Consent. The application form (form 2) and information can be accessed from the website.</p> <p>http://www.selwyn.govt.nz/services/building/application-forms-and-check-lists</p> <p>NOTE: Allow at least 20 working days in advance of the event to allow the application to be processed.</p> <p>Before erecting any tent or marquee on any park or reserve, the location must be confirmed by the Reserves Operations Manager (to ensure damage to irrigation or other services is mitigated against).</p>
Helicopter	Any and all clearances, instructions and limitations imposed by Christchurch Air Traffic Services shall be strictly observed. The helicopter landing site shall be suitably marked, i.e. roped or fenced, including signs as necessary with personnel available to ensure no member of the public strays onto the site during take-off or landing.
Drones	<p>Use of Remotely Piloted Aircraft Systems (RPAS) also known as drones, quadcopters, Unmanned Aerial Vehicles (UAVs) and Unmanned Aerial Systems (UAS), on Council reserves is controlled under the Selwyn District Council Parks and Reserves Bylaw.</p> <p>You will need to apply for permission to operate RPAS on Council reserves by visiting:</p> <p>www.selwyn.govt.nz/facilities-and-parks/parks-reserves-and-open-spaces/drones/apply-for-permission</p> <p>If you have any questions regarding this please contact: drones@selwyn.govt.nz</p>
Public access	The public cannot be excluded from a reserve, even though an area of reserve has been booked for your activity. Public access must be available, if required.