

# Event Permit Application Form



For events on public open space, including events, weddings, picnics and barbeques.

- Please provide the information requested in the following application form. This will secure your booking and allow your facilitator to assess what further information will be required.
- Following a review of the submitted information your event facilitator will contact you to confirm what further information will be required to process your permit application.
- Please ensure you have familiarised yourself with the event information on page three of the application. If you have any questions please contact your event facilitator. A complete list of conditions for your event will be issued with your permit/approval.

# Event Permit Application Form

Event Booking Ref: \_\_\_\_\_

## 1. Event information

Event name:

Event date/s:

Event start time/s:

Event finish time/s:

Set up and pack down date/s:

Set up start time:

Rain date/s:

Pack down finish time:

Number of participants (approx):

Donation

Entry Fee

Ticketed

Venue:

What is the purpose of your event?: i.e. why are you holding it

Description of activities: Please attach a copy of your event programme if applicable. If the event is part of a series please list other event dates and venues.

## 2. Contact information

Main contact:

Email:

Organisation/company: (Registered company name if applicable)

Tel:

Contact on the day:

Mobile phone:

Alternative contact:

Mobile phone:

Postal address:

## 3. Effects on the environment (please tick all boxes applicable to your event)

Structures: (Please write the quantity and dimensions beside each structure if applicable)

Marquees/EZI-up/gazebo \_\_\_\_\_

Stages \_\_\_\_\_

Barbeques \_\_\_\_\_

Chairs/tables \_\_\_\_\_

Fencing \_\_\_\_\_

Other (including signage) \_\_\_\_\_

Amusement devices:

Inflatable

Other

Noise (amplified):

Live band

Megaphones

PA system

DJ

Other (please describe)

Start time:

Finish time:

Does your event include fireworks and/or special effects?

Yes  No

Do you expect waste to be generated by your event?

Yes  No

Do you require off-street vehicle access or parking?

Yes  No

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## 4. Food and drink and trading (please tick all boxes applicable to your event)

Food: Please write the quantity beside each category

Food vendors (registered) \_\_\_\_\_

Food vendors (unregistered) \_\_\_\_\_

Caterers \_\_\_\_\_

Barbeque or sausage sizzle \_\_\_\_\_

Alcohol: If you are selling alcohol at your event you must apply for a Special Liquor Licence at least thirty working days prior to your event (Please ring 09 301 0101)

Supplied:  Yes  No

Sold:  Yes  No

Trading: (sale or distribution of goods, flyers, services, collecting money etc.)

Yes  No

## 5. Traffic management and parking (please tick all boxes applicable to your event)

Are you applying to alter parking? (within or around the venue)

Yes  No

Are you applying to close a road?

Yes  No

Does your event involve any activities on a road?

Yes  No

## 6. Utilities

### Electricity:

Do you require access to power? (Please describe purpose)

Yes  No

Will you be using generators? (Please provide details including the type and quantity of generator)

Yes  No

### Lighting:

Will you be providing additional lighting?

Yes  No

### Toilets:

Do you require access to existing toilets? (Subject to availability)

Yes  No

### Portaloos:

Will you be providing portaloos?

Yes  No

## 7. Event health and safety

The organiser will be asked to complete the event health and safety guidelines for small events or to complete a health and safety plan for approval. The event facilitator will advise what is required after the application has been reviewed.

## 8. Public Liability Insurance

Auckland Council may request the event organiser to obtain Public Liability Insurance. This will provide protection against claims for compensation in respect of unexpected and unintended personal injury or property damage for which they may be legally liable arising out of their business activities.

## 9. Charges

The organiser may be required to pay to Auckland Council a permit fee to be advised on submission of application by the event facilitator. **The Applicant may incur extra charges for changes, late applications, or cancellation.**

## 10. Privacy Act 1993

The information collected in this form will be used to ensure the effective facilitation of your event/activity. It will be distributed to other council departments, external agencies and will be used for public information as required.

The information supplied with this application is true and correct according to the best of the Applicant's knowledge. The Applicant agrees to abide by any conditions, which Auckland Council may impose on the exercise of its grant of this application.

Applicant Name:

Signature:

Date:

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**Noted below as guidance only is a list of many of the general responsibilities applicable to your event.**

Auckland Council's prescribed standard conditions will be issued with your approved permit and may contain other items from those listed below.

## **1. Access to properties**

The venue remains public property at all times. The organiser needs to ensure that access and egress for residents, businesses and emergency vehicles is available at all times; that the public is not unduly inconvenienced, and that public and private access ways are kept clear at all times.

## **2. Charges**

The organiser is responsible for any fees or service and supply charges associated with the event as advised by Auckland Council Events.

## **3. Bond**

The organiser may be required to provide Auckland Council a bond prior to the event. The purpose of the bond is to cover the potential costs of any breach of these conditions and also repairing any damage and undertaking any clean up work.

## **4. Cancellation**

If the event is cancelled more than six (6) months prior to the event date, a full refund will apply. If the event is cancelled less than six (6) months before the event date, no refund will apply. If an event is cancelled due to weather conditions, the organiser must notify the events team within three (3) business days after the event in writing and 50% of the invoices amount will be refunded.

## **5. Facilitation information**

The event organiser may be required to supply additional information including but not limited to, health and safety declaration, site map and public liability insurance. Your assigned event facilitator will advise you what additional information is required after your application has been reviewed.

## **6. Compliance with council rules and legislation**

An approved event provides the organiser with limited permission to occupy public land for the purposes stated. The organiser should be aware of any other rules applying to the public space on which their event is occurring.

## **7. Licences**

The organiser shall obtain all appropriate licences (e.g. liquor, food, building permits, special effects, fireworks, temporary structures and marquees) prior to the event.

## **8. Gardens**

Please note that Auckland Council Parks staff are unable to guarantee high quality bedding displays all year round due to seasonal factors and unforeseen circumstances. Many displays have a strong seasonal component and this factor will influence the crops displayed and flowering times.

## **9. Safety**

The event organiser will be required to read, sign and comply with relevant health and safety policy as supplied by event facilitator.

## **10. Electricity**

The organiser shall, where electricity is being used for the event, utilise the services of a registered electrician to undertake this work. All electrical equipment used must be in good, safe working order.

## **11. Compliance with directions**

The organiser shall ensure that all participants comply immediately with any instructions or directions issued by, or on behalf of Auckland Council officers in the execution of their duties.

## **12. Responsibility for equipment**

The organiser shall provide, place and remove all temporary structures, road markings, signs, rubbish bins, toilets, equipment, props or other structures or devices associated with the event. Removal of such equipment shall take place immediately after the event. All equipment and structures used must be in good, safe working order.

## **13. Responsibility for clean up**

The organiser shall ensure that any area associated with the event is left in a clean and tidy condition, including surrounding streets. The removal and disposal of all rubbish shall take place immediately after the event, and all rubbish is to be disposed appropriately off site.

## **14. No damage or fixtures to property**

The organiser shall ensure that all parks, reserves, wildlife, stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the event or any set up or pack down period associated with it. Nothing is fixed, hung or otherwise attached to any features of the Park, Reserve, Square, Street or Facility (e.g. trees, furniture, rotundas, etc.)

## **15. Schedule and application changes**

The organiser shall advise Auckland Council as soon as possible of any proposed change to the nature of the event, which shall be subject to approval as a variation of the event permit.