

## **Applicant's details**

Club/Organisation/Group name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

## **Contact person**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## **Event details**

Name of the Event: \_\_\_\_\_

Name of Reserve: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date (s) reserve is required: \_\_\_\_\_ To \_\_\_\_\_

From : \_\_\_\_\_ am/pm - to - \_\_\_\_\_ am/pm

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

Estimated number of spectators: \_\_\_\_\_

Will fees be charged for this event?  Yes \$ \_\_\_\_\_  No

Description of Activities: Please attach a copy of your event programme/plan, if applicable.

If your event is part of a series please list other event dates and venues.

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## **Food, Drink and Trading**

If food is to be sold please fill in the "Events – Requirements for Food related stalls" form and return with this application.

If alcohol is being sold you can apply for a Special Licence for an event or a series of events of the same nature (e.g., a fundraising evening, a sports event etc.)

## **Utilities** (please tick all boxes applicable to your event)

Toilets: Do you require access to existing toilets? If applicable  Yes  No

Reserve Access: Do you require vehicle access the reserve? If applicable  Yes  No

Power Only if available on Reserve.  Yes  No

**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 _____	Dimensions _____
Stage/s _____	Dimensions _____
Fencing _____	Table and Chairs _____
Other (including signage and site plan) _____	
_____	

**Amusement Devices**

Inflatable _____	Other _____
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**Unmanned Aerial Vehicles or Drones**

Will UAV's or drones be operating?  Yes  No

Refer to [www.aviation.govt.nz/drones](http://www.aviation.govt.nz/drones)

**Rubbish / Recycling** (please tick all boxes applicable to your event)

Organisers are responsible for the collection and removal of rubbish / recycling resulting from an activity / event on a Council site.

The organiser must separate out recyclable items and ensure these items are taken to a recycling facility.

Organisers are also responsible for ensuring the area is left in a tidy condition.

If rubbish / recycling is not removed and the site is not left clean and tidy the event organiser will be invoiced for the site clean up.

Do you expect rubbish / waste / recycling to be generated as a result of your event?  Yes  No

**Small events** (under 100 people attending)

Number of rubbish bins being provided: \_\_\_\_\_

Number and types of recycling bins being provided: \_\_\_\_\_

Who will supply and remove bins: \_\_\_\_\_

Who will sort the recycling: \_\_\_\_\_

Where will the rubbish and recycling be disposed of: \_\_\_\_\_

\_\_\_\_\_

**Large events** (over 100 people attending)

**Waste Management Plan** - Please provide a rubbish / recycling and removal plan developed by an approved Waste Services provider e.g.: Waste Management, Northland Waste.

Note: If you need assistance please request an example of a Waste Minimisation Plan.

**Traffic Management and Parking** (please tick all boxes applicable to your event)

Will you need the road to be closed? Yes No

An Application for road closure will be required (this takes 42 days to process)

Go to [www.fndc.govt](http://www.fndc.govt) to access the Temporary Road Closure application

Does your event involve any activities on a road? Yes No

**Please provide a Traffic Management Plan by a qualified Site Traffic Management Supervisor.**

Person in charge of traffic management: \_\_\_\_\_

Estimated number of vehicles: \_\_\_\_\_

**General Information**

**Event Health and Safety**

The organiser will be asked to complete the 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.

**Public Liability Insurance**

Far North District Council may request the event organizer 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.

**Charges**

The organizer may be required to pay a bond to Far North District Council on submission of this application by the Event's Maintenance Officer.

**Noise**

Council does not issue a permit to make noise. If the event involves live bands, DJ's, Megaphones, PA Systems, or other noise, please consider the time of day/night and the comfort of neighboring properties. All noise must cease at the time agreed upon.

**Fire**

Fires are not permitted on Council owned or controlled reserves or other spaces.

**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.

**Permit to use the Reserve**

A permit to use the reserve will be issued when all applications required for Liquor Licenses and/or, Traffic Management Plans and/or, Road Closures, and/or Waste Management Plans, and/or Mobile Shop/Hawkers Licenses have been received and approved.

## **EVENT RULES**

An event is defined as:

- A planned activity that lasts for one day or more, and/or
- requires a substantial amount of parking on the reserve requiring traffic management, and/or
- It has a significant effect on the availability of the reserve for casual use.

Events must not be held on consecutive weekends. Additional events may be held at the discretion of the Far North District Council.

Events must be held in a manner that allows maximum use of the reserve for the general public not taking part in the event.

All events must cease at midnight or specified time dependant on location of the event.

All statutory requirements and bylaws must be adhered to i.e. Resource Consents or Building Consents (e.g. Marquees).

Event organisers are responsible for the health and safety of participants and spectators.

Requests for use of Far North District Council reserves for events must be received by the Far North District Council no less than one month prior to the date of the planned event.

Event applications received less than one month prior to the proposed event may be considered for approval at the discretion of the Far North District Council.

If an event requires traffic management, an application must be received by Far North District Council two months prior to the planned event. Traffic Management Plan must comply with the Code of Practice for Temporary Traffic Management. A Traffic Management Plan must be prepared by a qualified Site Traffic Management Supervisor (STMS) and must comply with the Code of Practice.

Event organisers are responsible for: security, traffic and parking management, noise

control, the sale of food operator's toilet provision (unless already on site) and rubbish collection at the applicant's expense. Any damage, security or call out fees incurred by the Far North District Council will be charged to the applicant.

All event organisers must comply with District Plan noise standards. Any monitoring of noise levels by Far North District Council staff or its agents during an event will be at the event organisers expense.

A bond may be required at the discretion of Far North District Council and the amount will be determined by the nature of the event. This bond will be returned if the reserve is left in the same condition it was before the event.

Failure to comply with any of the above rules may impact upon future applications for use of reserves for events.

If you require use of a lake/harbour, please. Please contact Northland Regional Council on 0800 002 004 for further information.

If you require the use of Department of Conservation land, please contact DOC Bay of Islands – 09 407 0300, or DOC Kaitaia – 09 408 6014 for further information.

The applicant is responsible for the event, clean up, Health & Safety, costs incurred by the Council and Compliance with the conditions as well as bond (if applicable).

**Note 1:** Event Rules may be added in respect of this application by the Far North District Council

**Note 2:** All public reserves can be used at any time by the general public, including during your event.

**Note 3:** The Environmental Health Section may require further detail information in relation to food sales, noise and sanitary facilities etc.

I declare that the information I have provided to Far North District Council concerning the size and nature of the event is true and accurate. I will inform Far North District Council immediately if any changes occur..

I understand that I am responsible for the health and safety of people at the event and I will operate the event in accordance with the health and safety plan supplied to the Far North District Council

I have read, understood and agree to abide by the event rules and standard terms and conditions for the use of Council owned or controlled reserve and other open spaces.

Applicants Name: \_\_\_\_\_

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

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

## **EVENT HEALTH AND SAFETY**

### **Guidelines for small events**

Far North District Council strongly recommends that event organisers have:

1. A first aid kit and a qualified first aider readily available.
2. A means of communication to contact emergency services in the event of an emergency **Police, Fire and Ambulance (Dial 111)**. Other important contact phone numbers are also readily available.
3. Suitable clothing for participants in case the weather changes and promote the use of sunscreen/hat to protect them from the sun.
4. A fully charged and appropriate fire extinguisher if there will be naked flames such as a gas BBQ, outdoor heaters, etc. It is also recommended that a fire blanket should be readily available for use.
5. Gas bottles for BBQ's or outdoor heaters are certified, last date checked to be within 10 years.
6. BBQ's placed on a non-combustible surface material so the grease does not fall on the original surface under the BBQ.
7. A sufficient amount of adults so that children are closely supervised at all times.
8. Checked that the area being used for the event is free of any hazards during event pack-in, the event, and pack-out.
  - Please refer to the attached **Guidelines for Small Events – Health and Safety Management Plan** example that suggests some potential common hazards that may occur and means of controlling them. Note that this is only an example and it is the responsibility of the event organizer to list the hazards that may occur during the event and what the controls are for those hazards.
9. Fully briefed all event officials on their roles and responsibilities.
10. Thoroughly briefed all participants who may be exposed to any hazards.
11. Taken into consideration those with disabilities when planning their event e.g. toilets, parking, accessibility etc.
12. All cables/leads or other trip hazards are to be covered by appropriate matting.
13. Any mains or generator powered portable electrical equipment must be used in conjunction with an RCD (Residual Current Device).

### **Further to the guidelines above, event organiser shall note that:**

14. Structures that require building consent are NOT allowed on site..
15. Alcohol is NOT allowed to be sold and supplied on site unless the appropriate liquor licence has been obtained.
16. Any ground penetration, e.g. pegs, stakes, poles will require permission from Council.

If there is any kind of an incident during your event the event organiser is required to inform Far North District Council on 0800 920 029.

### **For Large events**

Please submit a copy of the event health and safety plan

**Please return this form, including the event Health and Safety Plan, including Hazard Identification to:**

Far North District Council, Private Bag 752, Kaikohe 0440 or email [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)

All enquiries to Customer Delivery team 0800 920 029

## Guidelines for Small Events – Health and Safety Management Plan

As the organiser of an event, you are required, under the Health and Safety in Employment Act, to take all practical steps to eliminate, isolate or minimize hazards in areas affected by and part of the event. To do this you will need to document and demonstrate what practical steps are being taken to fulfil your obligations.

Events with direct access to Far North District Council premises should consider the consequences associated with the hazards on and around premises when developing their own Health and Safety Management Plan for an event.

**Hazard:** Any source of potential damage, harm or adverse health effects on something or someone under certain conditions.

**Identify:** All hazards should systematically be identified in areas affected by the event.

**Eliminate:** Once hazards have been identified, organisers must take all practicable steps to eliminate significant hazards.

**Isolate:** Sometimes it is not possible to eliminate all significant hazards from the area. In this case they must be isolated. This means separating people from the hazard (e.g. a physical barrier).

**Minimise:** Sometimes it may not be possible to eliminate or isolate a hazard. Hazards that can't be eliminated or isolated must be minimized as much as possible (e.g. personal protective equipment).

**Control:** This includes the steps taken to eliminate, isolate, or minimise the hazard. If the hazard cannot be eliminated, a process needs to be in place to monitor the hazard control.

The following is only an example of some generic hazards and their controls. The event organiser is responsible to identify all potential hazards and assign appropriate controls to manage those hazards on the following page.

Examples of hazards that maybe encountered at Parks and Reserves)			
Hazard	Hazard Consequences	Eliminate (E) Isolate (I) Minimise (M)	Control
High Winds	Falling Trees / branches Structures being blown over	E	Cancel or delay event.
UV exposure	Sun Burn	M	Promote the use of sun screen and wearing of hats.
Dehydration	Heat Stroke	M	Provide water and shaded areas.
Heavy Rain	Slip hazards	E	Cancel or delay event.
		M	Identify slippery areas and use matting etc. to prevent slipping.
Examples of hazards that maybe encountered at Venues (indoors)			
Electrical Cables	Tripping Hazards	M	Electrical cables to be covered or laid away from traffic areas.
Wet Floor	Slip Hazards	I	Where required, use barrier isolate the area.
		M	Keep floor cleaning to a minimum during event.
Examples of hazards that maybe encountered as General/Additional Hazards			
Manual handling (e.g. lifting, bending)	Sprains, strains, pain or discomfort	M	Reduce or split loads to manageable weight/size. Ask for Assistance.
Unruly members of the public	Vandalism, violence	M	Remain calm and avoid confrontation with intruders. Encourage them to leave the site and call Police if the situation gets out of control.
Vehicle movements (e.g. Parking Wardens)	Struck by moving vehicle	M	Wardens to wear high visibility vest. Use flashlight in low light conditions.

**Small Events - Health and Safety Management Plan**

Hazard	Hazard Consequences	Eliminate (E) Isolate (I) Minimise (M)	Control

**Note:** this Health and Safety Management Plan is to be submitted along with your application for Far North District Council approval.