



Ōtorohanga Event Application Form

Ōtorohanga District Council, Private Bag 11, Ōtorohanga 3940
Phone: 0800 734 000 | Web: www.otodc.govt.nz | Email: info@otodc.govt.nz

Please complete this form if the event is considered as an organised activity taking place entirely or partially on public land (including roads, footpaths, parks, reserves, council venues and sports grounds) and therefore requires approval from Council. Completing this form will help determine if you need permits or approvals and will help us to help the organiser deliver a successful event.

This form must be submitted to Council at least two months prior to your event date to ensure staff have enough time to review the event and work with the organiser on details required before the event date.

If your event is on private property you may still require a resource consent for the event. You can contact Council to talk to the duty planner first to see if a resource consent is required or not.

Our events advisor will track your application through Council's event application process and council staff may contact you during this time for further information to assist with this application, or they may request a meeting. You will be notified once your application has been approved.

Office Use Only:

Venue Property ID/Val. No.:

Document Ref:

CRM Ref:

1. Event Details

Event Name:

Event Date/s:

Event start time:

Event finish time:

Set-up date and time:

Pack-down date and time:

Alternative/postponement date/s:

Have you held this event in the Ōtorohanga district before? Yes No

Venue/Location: *Please attach copy of proposed site map/route*

Number of participants (approx.):

Number of spectators (approx.):

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

Description of activities: *Please attach copy of your event programme*

2. Event Organiser Details

Organisation/Company:

Main contact:

Postal Address:

Postcode:

Email:

Phone (day):

Phone (after hours):

Mobile No.:

3. Regulatory Requirements

Roads: *Please tick all boxes relevant to your event*

Are you going to use any roads or footpaths for your event? Yes No

Are any State Highways affected by the event? Yes No

Parking restrictions: Do you need to control parking? Yes No

If relevant, how will parking be managed for the activity? Please describe, including the purpose of parking restrictions and include road name/s and time/s of restrictions required, and attach your traffic management plan: (e.g. parking restrictions on both sides of Alpha Street from 11am to 4pm Saturday 20 March for pedestrian safety)

Road closures: Will you need to stop or delay moving traffic on any roads? Yes No

Are you applying to close any roads for your event? Yes No

All approved road closures require placement of public notices in the newspaper at a cost to the event organiser (60-80 days' notice required).

If relevant, please describe the purpose of road closure including the road name/s and time/s of closure and attach traffic management plan(TMP) as prepared by a qualified traffic management plan specialist: (e.g. Closure of Orahiri Terrace from 11am to 12 pm Saturday 20 March for starting area of event)

Traffic management company:

Contact name:

Mobile no.:

Have <input type="checkbox"/> NZ Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Service been advised of your event? <i>Please tick relevant boxes</i>			
Noise: Tick relevant boxes. <i>Please attach an event run sheet, including performance times and sound checks.</i>			
<input type="checkbox"/> Live band	<input type="checkbox"/> Megaphones	<input type="checkbox"/> PA	<input type="checkbox"/> DJ
<input type="checkbox"/> Other (please describe)			
Structures: Please attach additional sheet detailing quantity and dimensions beside each structure.			
<input type="checkbox"/> Marquees/tents <i>(over 100 sq.m)</i>	<input type="checkbox"/> Small gazebo	<input type="checkbox"/> Stage/s	<input type="checkbox"/> Temporary stands
<input type="checkbox"/> Access ramps	<input type="checkbox"/> Lighting towers	<input type="checkbox"/> Fencing	<input type="checkbox"/> Other
<input type="checkbox"/> Amusement equipment (type)		<input type="checkbox"/> Signage (size and locations) <i>May be subject to approval</i>	
Food and Beverages and Trading: Tick activities to be undertaken at your event. Please write the quantity beside each category			
<input type="checkbox"/> Food vendors		<input type="checkbox"/> BBQ or sausage sizzle	
<input type="checkbox"/> Caterers			
<input type="checkbox"/> Other stalls			
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Supplied	<input type="checkbox"/> Sold	<i>Note: Some venues have alcohol bans in place</i>
<input type="checkbox"/> Trading (Sale or distribution of goods, flyers, services, collecting money, etc.) <i>Please include all non-food stall holders and details – attach separate sheet if required:</i>			
Waste: The applicant is responsible for the appropriate removal of all waste/diverted materials (recycling) from the event location. <i>If your event is assessed as being over a certain size or scope (including over 500 people), it is possible a waste management plan will be required. You will be asked to provide this by staff reviewing your application.</i>			
Do you require access to council's liquid waste services?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous substances, fireworks and special effects: <i>Please describe:</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Utilities			
Water:			
I require access to water (<i>subject to availability on council-owned venue</i>).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please describe purpose.</i>			
Toilets:			
I require access to existing toilets (<i>subject to availability</i>)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be providing portaloos (<i>Please provide quantity and mark on site map</i>)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electricity: (<i>subject to availability on council-owned venue</i>)			
I require access to power (<i>Please describe purpose</i>)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be using generators		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please provide details including type and quantity, and mark on site map:</i>			
Lighting:			
I will be providing additional lighting		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Describe:</i>			
5. General			
Promotion: How will you be promoting your event? (<i>Please <u>attach any draft promotional material</u></i>)			
<input type="checkbox"/> Flyers/posters	<input type="checkbox"/> TV	<input type="checkbox"/> Radio	<input type="checkbox"/> Internet
<input type="checkbox"/> Facebook	<input type="checkbox"/> otorohanga.co.nz	<input type="checkbox"/> Other	
Signage: <i>Council has defined sizes, areas and duration of placement for event signage.</i>			
Will you be using signage for the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please attach a sheet detailing the likely location of sign/s, dimensions of the sign/s and duration they will be displayed.			
Tickets:			
Will your event be ticketed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sponsorship/funding:			
Is Ōtorohanga District Council sponsoring or funding your event		<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Public Liability and Indemnity			
The Event Organiser must maintain and keep in force for the duration of the pack in, Event and pack out, adequate public liability insurance cover (minimum policy limit of \$2 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability			

cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days prior to the Event Pack In Date.

Please provide proof of your public liability insurance: (attach copy of your policy)

Company:

Insured amount:
\$

Policy expiry date:

Indemnity

The Event Organiser indemnifies the Council in respect of all costs (including legal costs), claims, liabilities, losses, damage and expenses suffered or incurred by the Council and any other person claiming through the Council as a direct or indirect consequence of any unlawful, negligent, tortious, criminal, reckless or dishonest errors, acts or omissions of the Event Organiser in the performance of the Event. To the extent permitted by law, in no event shall the Council nor its employees be liable for any damage, loss or personal injury arising whatsoever including direct, indirect, consequential, financial or special damages.

Please tick:

I acknowledge and understand the above statement in regard to Indemnity.

7. Event Safety

Event Safety Plan: The event organiser should have an event health and safety plan to minimise risk to itself and event participants.

Do you have an event health and safety plan? Yes No

Do you have a designated event health and safety person? Yes No

8. Local Government Official Information and Meetings Act 1987 and Privacy Act 1993

Please note that this form is for internal use mainly within various council departments, however it may be distributed to external parties or agencies or used for public information as required.

9. Disclaimer

Lodging this form with Council does not constitute Council's approval to the event as there may be permits, licences or consents (depending on the size, nature and location of the event) that you will need to obtain from various Council departments in order to be able to run the event. The event organiser is responsible for the delivery and successful outcome of the event and for any liability associated with the event; this includes events held on Council owned property.

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 Ōtorohanga District Council may impose on the exercise of its approval of this application.

Applicant name:

Signature:

Date:

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CHECK LIST - *If applicable to the size and scope of your event, have you attached:*

- proposed site map/route
- traffic management plan
- waste management plan
- signage size and placement plan
- copy of Public Liability insurance policy
- your event programme
- event run sheet
- draft promotional material
- event health and safety plan

If your application is assessed as requiring some of the above attachments, you will be advised by staff reviewing your application.

If you are unsure about any questions asked, please contact Council on 0800 734 000

Please return this form either by:

Post to: Ōtorohanga District Council
 PO Box 11
 Ōtorohanga 3940

Email to: info@otodc.govt.nz

Deliver to: 17 Maniapoto Street

1. Access to the Site

The Site remains public property at all times, unless otherwise approved by Council. The Event Organiser must ensure that access for the public and emergency vehicles is available to and from the Site at all times; the public is not unduly inconvenienced; and public and private access ways are kept clear at all times. No vehicles are permitted on grass areas on the Site unless prior written permission is obtained from Council.

2. Fees and Charges

The Event Organiser is responsible for payment of any and all fees, charges and/ or service and supply charges associated with the Event, as advised by Council, including but not limited to licences, permits, resource consents, public notices etcetera. The Event cannot proceed unless all applicable charges have been paid.

3. Bond

The Event Organiser may be required to provide Council with a bond prior to the Event. The amount of the bond will be determined by Council, in its absolute discretion. A bond is in addition to any other fees or charges payable in relation to the Event. If the Event Organiser breaches or fails to properly perform its obligations under these terms and conditions or any Special Conditions, the bond will be forfeited and Council may use the bond to cover any costs associated with the breach or failure, repair of any damage and/or additional cleaning required following the Event. If such costs are greater than the bond taken, Council will on charge the costs to the Event Organiser.

4. Licences

The Event Organiser must, at the Event Organiser's expense, obtain all licences, permits and consents that are required for the Event at least 20 Business Days prior to the Event Pack In Date. The Event Organiser will provide Council with copies of these documents upon request.

5. Cancellation

If the Event is cancelled by the Event Organiser, the Event Organiser must notify Council in writing as soon as possible. Council reserves the right to cancel the Event for any reason it sees fit, at any time, and without any prior notice.

6. Event Notification

When requested by Council, the Event Organiser will inform residents and businesses in the area affected by way of a letter or email at least 10 Business Days prior to the Event Pack In Date. The letter should contain the following information:

- Name and description of the Event
- Road closure details, parking restrictions and information about noise (if applicable)
- Event set up, pack up and event activity times
- Event Organiser's name and contact details before and during the Event

7. Health and Safety

The Event Organiser must ensure, as far as is reasonably practicable, that the Site and the Event, including anything arising from the Site or the Event, are without risks to the health and safety of any persons. The Event Organiser must provide Council with a health and safety management plan specific to the Event at least 20 Business Days prior to the Event Pack In Date.

The Event Organiser must ensure, as far as is reasonably practicable, that the health and safety of any:

- Workers involved in carrying out the Event
- Workers whose activities in carrying out work are influenced or directed by the Event Organiser and
- any other person(s)
- are not put at risk from carrying out the Event.

The Event Organiser must, so far as is reasonably practicable, engage with workers involved in carrying out the Event in relation to health and safety matters concerning the Site or the Event. The Event Organiser shall have procedures in place that provide reasonable opportunities for such workers to participate effectively in improving health and safety in respect of the Site and the Event on an ongoing basis.

Ōtorohanga District Council Terms and Conditions continued

The Event Organiser must, so far as is reasonably practicable, co-ordinate, consult and co-operate with all other duty-holders in relation to the Event, including Council.

8. Responsibility for Equipment

The Event Organiser must provide, place and remove all temporary structures, road markings, signs, cable ties, rubbish bins, toilets, equipment, props and any other equipment or devices associated with the Event. Removal of such equipment and structures must take place immediately after the Event. All equipment and structures used in relation to the Event must be in good, safe, working order.

9. Responsibility for Clean-up and Waste Minimisation

The Event Organiser must consider the waste implications of the Event.

The Event Organiser must ensure that the Site and any surrounding areas are in a clean and tidy condition, including surrounding streets before, during and after the Event. The removal and disposal of all rubbish, recycling and organics must take place immediately after the Event to an appropriate facility. The Event Organiser agrees to pay for the cost of any repairs and additional cleaning required by the Council to re-instate the Site and surrounding areas to a clean and tidy condition. Such costs will be in addition to any other fees and charges.

10. No Damage to Property

The Event Organiser must ensure that the Site and all wildlife, stock, vegetation, furniture, fences, bollards, buildings and other facilities on the Site are not damaged or unduly disturbed at any time before, during or after the Event.

11. Road Closures and Public Notices

The Event Organiser must apply for any necessary road closure authorisations specified in the Application Form at least 90 Days prior to the Event Pack In Date. The costs of any public notices required to advertise road closures associated with the Event will be met by the Event Organiser.

12. Traffic Management Plan

The Event Organiser may be required to provide Council with a professional Traffic Management Plan ("TMP") drafted by an adequately qualified Site Traffic Management Supervisor ("STMS") at least 90 Business Days prior to the Event Pack In Date.

Council and the NZ Police may require further details to be included in the TMP. The Event Organiser must provide further details as soon as practicable after any such request prior to the Event Pack In Date.

13. Noise

The Event Organiser must comply with the permitted noise levels as set out in the temporary activity provisions in the Ōtorohanga District Plan.

14. Compliance with Legislation

The Event Organiser must ensure that the Event complies with the Ōtorohanga District Plan and all applicable legislation, bylaws and policies and that its Personnel comply with the same and do not do or omit to do anything that may cause the Event Organiser to be in breach of its obligations under these terms and conditions or any Special Conditions. In addition, the Event Organiser must take all reasonable steps to ensure that all participants in the Event comply with such legislation, bylaws and policies.

15. Site Plan

The Event Organiser must provide a detailed plan of the Site/s prior to the Event Pack In Date, with allowances for feedback and editing before the event.

16. Underground Services

The Event Organiser is responsible for identifying all underground services prior to erecting structures, tents etc. The Event Organiser must meet any costs associated with the repair of any services damaged.

Ōtorohanga District Council Terms and Conditions continued

17. Documentation

The Event Organiser must ensure that a final version of the Event planning documentation is held on the Site for the duration of the pack in, Event and pack out, including, but not limited to the Council approval, health and safety documentation, key event contact persons and their contact details, and the site plan.

18. Event Changes

Any proposed change to the nature or timing of the Event, as set out in the Application Form, must be approved by Council, in its absolute discretion.

19. Signage

All signage relating to the Event must comply with the Ōtorohanga District Plan and all applicable bylaws, policies and Reserve Management Plans.

20. Insurance

The Event Organiser must maintain and keep in force for the duration of the pack in, Event and pack out, adequate public liability insurance cover (minimum policy limit of \$2 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days prior to the Event Pack In Date.

21. COVID-19 Protection Conditions

The Event Organiser must ensure the event and all involved follow the appropriate and relevant COVID-19 protocols, restrictions and/or protection framework set about central government and Ōtorohanga District Council.

22. Breach of Conditions

The Event Organiser acknowledges that a breach of any of these terms and conditions or Special Conditions, may result in:

- forfeit of all or part of the bond (if any);
- closure of the Event;
- refusal to accept future bookings from the Event Organiser; and/or
- the Event Organiser being liable for any extra costs incurred.

23. No waiver

No waiver or any breach, or failure to enforce any provision of these terms and conditions at any time by Council will in any way effect, limit or waive Council's right to enforce and compel strict compliance with the provisions of these terms and conditions.