

Reserve Event Notification Form



Reserve Event Notifications must be received by Waikato District Council 2 Months prior to the event

Applicant's details

Club/Organisation/Group name: _____

Postal address: _____

Contact person full name and Address:

Full Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Event details

Please state name of reserve or lake: _____

Type of event: _____

Date(s) required: Start date: _____ End date: _____

Set up and Pack Down Date(s) required: Start date: _____ End date: _____

Start Time : _____ Finish Time: _____

Estimated number of participants: _____

Estimated number of spectators: _____

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

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 your event is part of a series please list other event dates and venue.*

Environmental Health (please tick all boxes applicable to your event)

Food: *Please write the quantity beside each category*

Food Vendors (registered) _____ Food Vendors (unregistered) _____

Caterers _____ BBQ or similar _____

Alcohol _____ None _____

Trading: (*Sale or distribution of goods, flyers, services, collecting money etc.*) Yes No

Portaloos: Will you be providing portaloos? Yes How many? _____ No

Noise (Amplified)

Live Band Megaphones PA System

DJ Other (*please describe*) _____ None

Start Time : _____ Finish Time: _____

Waste Minimisation:

Do you expect waste to be generated by your event? Yes No

If yes, identify any waste streams and how these will be diverted from landfill or recycled?

Glass _____ Plastic _____

Can / Tin _____ Paper / Cardboard _____

Food _____ Other _____

If you require assistance please contact Pat Cronin at pat.cronin@waidc.govt.nz

Environmental Health may require further information in respect of the sale of food, noise or the provision of sanitary facilities

Reserve Utilities (please tick all boxes applicable to your event)

- Lighting: Do you require lighting? Yes No
- Toilets: Do you require access to existing toilets? Yes No
- Keys: Do you require a key to access the reserve? (Bond applies) Yes No

If you require a key to access a reserve or lake, please fill out a Reserves and Key Bond Form. Please download this from our website, www.waikatodistrict.govt.nz.

A deposit of \$100.00 or a specified bond amount is payable to Waikato District Council in advance of receiving the key. Key deposits will be refunded after the reserve has been inspected and if the reserve/ lake is left in good order. Please allow 10 working days. Keys to be returned the next working day after the event. Penalty for late return of keys is \$21 per working day. (Please note a cheque or purchase order is not acceptable for the bond)

Unmanned Aerial Vehicles or Drones

- Will UAV's or drones be operating? Yes No
(please see relevant policy on our website - [General Policies Reserve Management Plan](#))

- Does your event include fireworks and/special effects? Yes No

If yes, please show that you have **sufficient public liability insurance** and that **work safe NZ is notified** of the firework display. You will also need to apply for a **test certificate** from the Test Certifiers of Pyrotechnics, who issue test certificates to hold a firework display.

- Additional work: Do you require the council to do additional work e.g. mowing, extra rubbish bins? Yes No

Building (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 _____
- Stages _____ Dimensions _____
- Fencing _____ Table and Chairs _____
- Other (including signage and plan) _____ None

Amusement Devices:

- Inflatable (Must provide proof of meeting standard AS3533) Company being used: _____
- Other (Please state devices) _____ Company being used: _____ None

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

- Are you applying to close a road? (90 days' notice required) Yes No
- Does your event involve any activities on a road? Yes No

If yes to any of the above, please provide a Traffic Management Plan signed by a qualified Site Traffic Management Supervisor (please see the [Code of Practice for Temporary Traffic Management](#) website for more information or upload a copy through <https://www.submitica.co.nz/> website)

Name of the Traffic Management Provider: _____

Estimated number of vehicles: _____

Where are vehicles to be parked? _____

General Information**Event Health and Safety**

The organiser is required to complete the health and safety Hazard Register for small events and may be requested to complete a health and safety plan for approval.

Public Liability Insurance

Waikato District 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.

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.

EVENT RULES

1. Events must be held in a manner that allows maximum use of the reserve for the general public not taking part in the event.
2. All events must cease at midnight unless prior permission is granted by Waikato District Council.
3. All statutory requirements and bylaws must be adhered to e.g. District Plan or obtain Resource Consent if you cannot comply with the District Plan. Event organisers are responsible for the health and safety of participants and spectators.
4. Requests for use of Waikato District Council reserves for events must be received by the Waikato District Council no less than two months prior to the date of the planned event. Event applications received less than two months prior to the proposed event may be considered for approval at the discretion of the Waikato District Council.
5. If an event requires traffic management, an application must be received by Waikato District Council two months prior to the planned event. If a road closure is required an application must be received by Waikato District Council 90 days before 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.
6. Event organisers are responsible for: security, traffic and parking management, noise control, toilet provision and rubbish collection at the applicant's expense. Any damage, security or call out fees incurred by the Waikato District Council will be charged to the applicant.
7. All event organisers must comply with District Plan noise standards. Any monitoring of noise levels by Waikato District Council staff or its agents during an event will be at the event organiser's expense.
8. A bond may be required at the discretion of Waikato 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.
9. The applicant is required to notify Council within a minimum of 24 hours of any event cancellations.
10. Failure to comply with any of the above rules may impact upon future applications for use of reserves for events.
11. If you require use of a lake/harbour, please attach a copy of Waikato Regional Council's event authorisation form. Please call Waikato Regional Council on 0800 800 402 for further information.
12. If you require the use of Department of Conservation land, please contact DOC on 07 858 1000 for further information.
13. The Contact Person 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 Waikato 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 premises, noise and sanitary facilities etc.

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 Waikato District Council may impose on the exercise of its grant of this application.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

► Please return this form, including the Health and Safety Declaration, including Hazard Register to:

Waikato District Council, Service Delivery Team Administrator, Private Bag 544, Ngaruawahia 3742 or email publicenquiries@waidc.govt.nz . All enquiries to Customer Delivery team 0800 492 452.

Office use only:

Team Administrator:	<input type="checkbox"/> Date Received: _____	Health and Safety:	<input type="checkbox"/> Sign: _____ Date: _____
Event authorized:	<input type="checkbox"/> Sign: _____ Date: _____	Consents:	<input type="checkbox"/> Sign: _____ Date: _____
TMP Officer:	<input type="checkbox"/> Sign: _____ Date: _____	Waste Minimisation:	<input type="checkbox"/> Sign: _____ Date: _____
Environmental Health:	<input type="checkbox"/> Sign: _____ Date: _____	Parks and Reserves Final sign off:	<input type="checkbox"/> Sign: _____ Date: _____
Building:	<input type="checkbox"/> Sign: _____ Date: _____	Reserve and Key Bond Amount:	\$ _____

EVENT HEALTH AND SAFETY

Guidelines for small events

It is strongly recommended that event organisers have:

1. A first aid kit and someone who knows how to use it.
2. A working mobile phone and with sufficient credit on it, with phone numbers readily available of who to ring in case of an emergency and knowledge of closest Accident and Emergency Clinic, fire brigade and police.
3. Briefed participants so that they bring suitable clothing in case the weather changes and sunscreen/hat to protect them from the sun.
4. A charged and appropriate fire extinguisher with current certification if there will be naked flames such as a gas BBQ. It is also recommended that a fire blanket should be provided.
5. Checked that gas bottles for BBQ's or outdoor heaters are certified, last date checked to be within 10 years.
6. Put the BBQ on an incombustible surface material so the grease does not fall on the original surface under the BBQ.
7. Organised a sufficient amount of adults so that children are closely supervised at all times.
8. Checked that the area that is being used for the event is free of any hazards during event pack-in, the event, and pack-out. Please refer to the attached hazard register that suggests potential common hazards that may occur and means of controlling them. Note that this list is not exhaustive and it is the responsibility of the event

organiser to ensure that additional hazards are being identified and controlled accordingly.

9. Fully briefed all event officials on their roles and responsibilities.
10. Thoroughly briefed all participants who may be exposed to any hazards.
11. Take those with disabilities into consideration when planning their event eg 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 organizer 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 you have been granted a liquor license NB: All Reserves prohibit the consumption of alcohol between 10pm and 10am seven days a week.
16. Any ground penetration, eg pegs, Hangi will require permission from the asset owner.

If there is an incident during your event please inform Waikato District Council on 0800 492 452.

Guidelines for small events – Hazard Register

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 fulfill your obligations.

Events with direct access to Waikato District Council premises should consider the consequences associated with the hazards on and around premises when developing their own hazard assessments and safety 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 and part of 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 (eg 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 (eg 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.

I declare that the information that I have provided to the Council concerning the size and nature of the event is true and accurate. If any significant changes to the event occur I will inform the Council immediately. I understand I am responsible for the health and safety of people at the event. I will operate the event in accordance with the hazard management plan contained in the hazard register. I have read, understood and agree to abide by the standard terms and conditions for the use of Council parks, reserves, squares or facilities for low risk events.

Applicant's Name: _____
Name of Event: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant's Signature: _____ Date: _____

EVENT HEALTH AND SAFETY

Guidelines for small events – Hazard Register

Here are some generic hazards and their controls

Examples of hazards that maybe encountered at Parks and Reserves (including Beaches)			
Hazard	Hazard Consequences	Eliminate (E) Isolate (I) Minimise (M)	Control
High Winds	Falling Trees / branches	E	Cancel or delay event.
UV exposure	Sun Burn	M	Promote the use of sun screen.
Dehydration	Heat Stroke	M	Provide Water.
Heavy Rain	Slip Hazards	E	Cancel or delay event.
		M	Identify slippery area 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 (eg lifting, bending)	Sprains, strains, pain 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.

