

Event Application Form

South Wairarapa District Council

Please complete this form so we can help you sort out the necessary approvals or organise meetings for further discussion.

Event Applications must be received at least two months before the proposed event start date to ensure approvals or permits can be processed in time.



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

19 Kitchener Street Martinborough 5711
06 306 9611 enquiries@swdc.govt.nz

DETAILS

Event Name: _____

Organisation: _____

Contact Name: _____

Email: _____ Phone: _____

Postal Address: _____

LOCATION | DATES | TIMES

Name of Park/Reserve/Venue: _____

Street Address: _____


Legal Description: _____

Postal Address: _____

Specific Location within the Park/Reserve/Venue (if not entire premises): _____

Event start time/date: _____ Event finish time/date: _____

Set up time/date: _____ Pack up time/date: _____

 Attach a detailed site plan showing the site boundaries, the location of all structures (temporary and permanent), toilets, water taps, roads and parking areas.

EVENT DETAILS

Is this a public event? Yes No Will there be entry charges? Yes No

Description of Event: _____

Number of people estimated: Under 50 50 - 200 200 - 500 500 +

CHARGES AND BONDS

- Commercial activities may incur a fee for use of council owned space.
- In some cases a refundable bond will be required when booking Council owned parks or reserves to cover potential damage costs. The Venue Coordinator will advise the bond amount required for your event, if applicable.
- Your event may also require one or more licenses or registrations, each of which incurs a fee.

FOOD LICENSING

A Food Licence may be required if you are selling or supplying food at your event. Application forms are available at the Council office or online.

- Are food or beverages being sold at the event: Yes No
- If food is being sold, is it: by a registered food business one-off occasion charity fundraiser

If yes, please contact Council's Environmental Health Officer (06 306 9611 or enquiries@swdc.govt.nz) to apply for a food licence. Attach the completed food licensing application to this form along with the specified fee. Council must receive Food Licensing Applications at least 20 working days before your event.

ALCOHOL LICENSING

A Special Licence is required if you are selling, supplying or consuming alcohol at your event. Application forms are available at the Council office or online.

- Will alcohol be sold, supplied or consumed at your event: Yes No

Please note that large events will also require an Alcohol Management Plan.

If yes, please contact Council's Environmental Health Officer (06 306 9611 or enquiries@swdc.govt.nz) to confirm if a special licence is required. Attach the completed Special Licence application to this form along with the specified fee. Council must receive Alcohol Licensing Applications at least 20 working days before your event.

AMUSEMENT DEVICE REGISTRATION

Amusement Device Registration is required if you are having an amusement device (e.g. ferris wheel, roller coaster) at your event. The application form is available at the Council office or online.

- Will an amusement device be operating at your event: Yes No

If yes, please contact Council's Environmental Health Officer (06 306 9611 x 853 or enquiries@swdc.govt.nz) to apply for amusement device registration. Attach the completed registration application to this form along with the specified fee. Council must receive Amusement Device Registration Applications at least 20 working days before your event. Please note that Amusement Device Registration Applications can be lodged at the Greytown or Featherston Libraries as well.

CAMPING GROUND REGISTRATION

A Camping Ground Licence may be required if you are providing a camping ground for the patrons of your event. The application form is available at the Council office or online:

- Will camping be a part of your event: Yes No

If yes, please contact Council's Environmental Health Officer (06 306 9611 or enquiries@swdc.govt.nz) to confirm if a camping ground licence is required. Attach the completed registration application to this form along with the specified fee. Council must receive Camping Ground Registration Applications at least 20 working days before your event. Please note that Camping Ground Registration Applications can be lodged at the Greytown or Featherston Libraries as well.

WASTE MANAGEMENT

Describe your proposed rubbish collection arrangements: _____

An event waste management plan is required if there are 1,000+ people in attendance (including event staff & volunteers).

Are you expecting more than 1,000 people in attendance over the duration of your event? Yes No



If yes; you must supply a Waste Management Plan. Council must receive the Waste Management Plan at least 30 working days before the start of your event.

If you require further information, visit the Event Waste Minimisation and Management page on the SWDC website or contact Council's Environmental Sustainability Advisor on 06 306 9611 or enquiries@swdc.govt.nz

TRAFFIC MANAGEMENT

Proposed traffic, parking and pedestrian safety arrangements: _____

Does your event require any road closures? Yes No



If yes; you must supply a Traffic Management Plan (TMP). TMPs are to be completed 8 weeks before your event by a registered Traffic Management specialist. TMPs are publicly notified at the applicant's cost and are reviewed by the Council, Police and NZTA. If you require further information on TMPs please contact the Infrastructure & Services team on 06 306 9611 or enquiries@swdc.govt.nz.

RESOURCE CONSENTS

Resource consent is required if your event will:

- Operate outside the hours of 7am and 10pm
- Run for more than five days (separate or consecutive) in any six-month period

Resource consent may be required if your event will:

- Use amplifiers or sound systems
- Have extra lighting
- Have signs on other sites

Describe the number and size of any temporary structures (fences, tents, stalls etc):

Describe any amplified sound/public address system to be used:

Describe any proposed lighting (e.g. how many lights and location):

Describe any sign(s) and their proposed location(s):

Resource Consent Applications are available at the Council office or online:

Resource Consent Application - www.swdc.govt.nz/resource-consents




Contact Council's Planning Department on 06 306 9611 or enquiries@swdc.govt.nz to discuss specific requirements. Attach the completed Resource Consent Application to this form along with the specified fee. Council must receive Resource Consent applications between 20 - 70 working days before your event, depending on the proposed activity.

BUILDING CONSENTS

Building Consent is required for the following structures. Building Consent Applications are available from the Council office or online at www.swdc.govt.nz/building-consents:

- Tents or marquees over 100m² being used for less than one month
- All tents and marquees being used for longer than one month
- Platforms or staging over 1.5m high
- Portable buildings greater than 10m²

 Attach the completed Building Consent Application to this form along with the specified fee. Please note that Building Consent Applications are not considered complete until vetted by a Building Control Officer. Contact Council's Building Department on 06 306 9611 or enquiries@swdc.govt.nz to discuss specific requirements. Council must receive Building Consent Applications at least 20 working days before your event.

HAVE YOU CONSIDERED

The impacts of your event and how you can remedy them: Neighbours, traffic, parking, other reserve users, activities, structures, signs, noise, lights, health and safety, effects on the reserve's plants and animals.

Adequate provision for access and amenities: Parking, toilets, water, disabled access, access for emergency vehicles.

Emergency Services: Ambulance, First Aid, Fire, Police.

Special features of the park or reserve: Consult the Reserve's Management Plan at www.swdc.govt.nz/policies-plans-and-bylaws for any special features of the park or reserve and decide how you will manage the impacts of your event on them.

Contact the Council for advice on 06 306 9611 or enquiries@swdc.govt.nz

SIGNATURE

Applicant's signature: _____ Date: ____/____/____

By signing this form, the applicant takes full responsibility for any charges incurred to repair Council owned parks or reserves above and beyond the normal wear and tear as a result of the event.

The South Wairarapa District Council accepts no responsibility for death or illness, injury or accident to or financial loss by any person during the event. Event coordinators are advised to have Public Liability Insurance for protection against third party claims.

SUBMIT YOUR APPLICATION

Please email your Event Application Form to venues@swdc.govt.nz or post to:

Venue Coordinator
South Wairarapa District Council
PO Box 6
Martinborough 5741

The Venue Coordinator will contact you with the outcome of your application, including any bonds or conditions attached to the use of a SWDC owned park or reserve. The Venue Coordinator will refer to any relevant District Plans and Bylaws when making the decision.



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

19 Kitchener Street Martinborough 5711
06 306 9611 enquiries@swdc.govt.nz