

Application for Use of Parks or Open Spaces

Form CSG-002
Whanganui District Bylaw 1995 Part 20 Public Places, Parks and Reserves



WHANGANUI DISTRICT COUNCIL
Te Kaunihera a Rohe o Whanganui

Application details

Park/Open Space Applying to use:	<input type="text"/>		
Name of Event:	<input type="text"/>		
Applicant(s) Name:	<input type="text"/>		
Postal address:	<input type="text"/> <input type="text"/>		
Contact details:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Phone (wk)	Phone (a/h)
Additional Contact details:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Phone (wk)	Phone (a/h)
Email:	<input type="text"/>		

The License for use of Open Space will be emailed, unless otherwise specified

Public Place/Park/Reserve

Please tick where applicable

Virginia Lake

- | | | |
|--------------------------------------|--|------------------------------------|
| <input type="radio"/> Moon Gates | <input type="radio"/> Top Track | <input type="radio"/> Band Rotunda |
| <input type="radio"/> Winter Gardens | <input type="radio"/> Swan Bridge | <input type="radio"/> Twin Bridges |
| <input type="radio"/> Punch Bowl | <input type="radio"/> Other please specify | <input type="text"/> |

Bason Reserve

- | | | |
|---------------------------------------|------------------------------------|--|
| <input type="radio"/> Barbeque Lawn | <input type="radio"/> House Garden | <input type="radio"/> Roadside Area |
| <input type="radio"/> Millennium Hill | <input type="radio"/> Top Lawn | <input type="radio"/> Other <input type="text"/> |

The Gardens are open to the public from 8.00am till dusk, please select an area that will not prevent public access e.g. to the conservatories etc.

Glen Logie

- | | |
|--------------------------------------|----------------------|
| <input type="radio"/> Rose Gardens | <input type="text"/> |
| <input type="radio"/> Other location | <input type="text"/> |

Kowhai Park

- | | |
|--------------------------------------|----------------------|
| <input type="radio"/> Play Ground | <input type="text"/> |
| <input type="radio"/> Other location | <input type="text"/> |

Other

- | | |
|---------------------------------------|----------------------|
| <input type="radio"/> Provide details | <input type="text"/> |
|---------------------------------------|----------------------|

River Activities

- | | |
|---------------------------------------|----------------------|
| <input type="radio"/> Provide Details | <input type="text"/> |
|---------------------------------------|----------------------|

Has the Iwi given permission for River Activity?

Details

Please tick where applicable

Event Start Date	<input type="text"/>	Event Start Time	<input type="text"/>	<input type="radio"/> Private	or	<input type="radio"/> Public
Event End Date	<input type="text"/>	Event End Time	<input type="text"/>			

Maximum number of Participants (approx.)

Depending on the activities undertaken and/or numbers attending during your event, you may require a safety risk management plan. Refer to the next page for details.

Details continued

Please tick where applicable

Is alcohol to be on site?* Yes No *If Yes, a special licence may be required—allow 20 working days (See Liquor Licensing Officer)*

Is food to be on site?*

Yes No Is food for sale? Yes No

If Yes, a food licence may be required—Allow 7 working days (See Environmental Health Officer)

Provide contact details of food provider:

Is a tent/marquee or other temporary structure to be erected on site?*

Yes No What size?

If temporary marquee/structure is over 100m² a online building consent is required which may take 20 working days to obtain. Supply reference number if already submitted and complete the Health & Safety Hazard Plan document.

Ref:

Apply to stay overnight*

Yes No

Details:

Use of toilet facilities*

Yes No

Details:

Vehicular access to site*

Yes No

Details:

Animals to be part of use*

Yes No

Details:

Services to be used*

Yes No

Details:

*(e.g. power etc. **please note** power is not available at every site)*

* May not always be permitted or available

Will the road/footpath be used?
Traffic issues?

Yes No

Details:

If yes, traffic management plan maybe required

Possible noise issues (band, stereo e.g.)?

Yes No

Details:

Will any Land-borne inflatable devices be used? (LBI)

Yes No

If yes, complete the RAMS form included as part of your application

Will any Amusement devices be used?

Yes No

If yes, complete the RAMS form included and provide a copy of your WorkSafe Registration with this application as a permit is required (please contact Regulatory as fees and conditions apply).

Will pyrotechnics be used?

Yes No

Details:

If yes, FENZ will also need to be notified on 06 3480103

Are Drones being used?
(remotely Pilot Aircraft system)

Yes No

If yes, refer to WDC guidelines and submit a separate application form; please contact CAA or Parks Group for further information.

Qualified First aiders on site?

Yes No

Details:

Are there any H & S issues?

If yes, complete the RAMS form included as part of your application

Any special site preparation requested of Council?

Yes No

Details:

Proposed Clean up action?

NOTE: A \$75.00 **non-refundable** administration fee is applicable. This application will not be accepted without payment.

Refundable bonds for damage and/or keys may be applicable.

The licence for this booking will not be issued until **ALL** relevant information requested has been supplied. Please be advised that under certain circumstances, a traffic management plan maybe required. Any activities that requires additional licences, they must be identified in the Health & Safety Hazard Plan included with this application. All documentation must be received and approved prior to any licence being granted.

Additional details:

Name:

DATE:

Signature:

On completion of this form please return to: parks@whanganui.govt.nz

OFFICE USE ONLY

Date received

Fee Paid: **YES** **NO**
(please circle whichever is applicable)

Received by
(print name)

Receipt no.:

Date approved

Approved: **YES** **NO**
(please circle whichever is applicable)

Approved by
(print name)

Signed by:
(Approving Officers Signature)

Regulatory Licencing required? Yes No

Date:

Liquor? Yes No

Date:

Environmental Health? Yes No

Date:

Building Control? Yes No

Date:

Compliance? Amusement devices Yes No

Date:

Road -TMP required? Yes No

Date:

Parks & Property? Yes No

Date:

Health & Safety Hazard Plan? Yes No

Date:

Whanganui District Council, 101 Guyton Street, PO Box 637, Whanganui 4540
Phone 06-3490001 Fax 06-349 0000
Email: yourcouncil@whanganui.govt.nz Web: www.whanganui.govt.nz