



Liardet Street, Private Bag 2025, New Plymouth 4342, New Zealand. Phone: 06-759 6060, Fax: 06-759 6072, Email: enquiries@npdc.govt.nz, Web: www.newplymouthnz.com

1. Applicant details

1a. Event owner
(person, company, trust, etc.)

1b. Application contact person
(if different from event owner)

Postal address

Contact details

Phone

Mobile

Email

1c. Event manager (person
responsible on day of event)

Postal address

Contact details

Phone

Mobile

Email

Preferred means for
formal correspondence

Email

Phone

Mobile

2. Payer details

2a. Invoice to be sent to

Applicant
Proceed to 3

Owner
Proceed to 3

Other
Please provide details below

2b. Name in full

2c. Postal address

3. District plan rules

Temporary event rule

Temporary event noise

4. Event details

4a. Event name

4b. Nature of event

Musical

Sport

Cultural

Recreational

Theatrical

Family and attractions

Other, specify

4c. Event site address

4d. Type of event

Ticketed

Free

4e. Number of people attending: Estimated (if known)

Maximum (if known)

please turn over

OFFICE USE ONLY

Date received	<input type="text"/>
Time received	<input type="text"/>
Received by	<input type="text"/>
Bond payment	<input type="text"/>
Bond application #	<input type="text"/>

Property ID	<input type="text"/>
File reference	RG-02-12-03
Document #	<input type="text"/>
Land ID	<input type="text"/>
Owner ID	<input type="text"/>

Case management #	<input type="text"/>
Application	<input type="text"/>
Receipt	<input type="text"/>
Bond receipt #	<input type="text"/>
Amount paid #	\$ <input type="text"/>

Event details continued

4f.	Event date	Day 1	Start time	End time
		Day 2	Start time	End time
		Day 3	Start time	End time

5. Event planning

- 5a. Site setup will commence on Date Time
- 5b. Site take down will be completed by Date Time
- 5c. Rehearsal date
- 5d. Event rain date
- 5e. Wet weather venue

6. Event assessment of effects

6a. Toilets

Will temporary toilets be made available?

Yes No

If yes, specify no. Female w/c Male w/c Urinal

Will temporary toilets be connected to the Council's reticulation system?

Yes No

Provide details of arrangements for maintaining the toilets, including the name of the contractor(s) involved.

6b. Solid waste disposal and waste minimisation

Provide details of waste disposal and recycling plan.

Details attached

6c. Transportation

Provide details of the drop-off and pick up service that has been arranged, if any.
Include size, type and frequency of vehicles.

Details attached

6d. Car parking

Provide details of the number of on-site car park spaces.

Details attached

6e. Lighting

Will there be any special effects, e.g. floodlights, fireworks?

Yes No

If yes, provide details and timing of special effects.

Details attached

Will there be safety lighting provided, e.g. for entering and exiting the site?

Yes No

Are any properties beyond the boundaries of the event site likely to be affected by light overspill or glare?

Yes No

If yes, please provide details.

Details attached

Event assessment of effects continued

6f. Noise

Will the event use amplified sound equipment or produce loud mechanical noise?

Yes No, proceed to next item.

If yes, describe the sources and types of noise and likely duration.

Details attached

Are the noise emissions from the event likely to exceed the levels permitted by the District Plan for temporary events?

Yes No Don't know

Have you got a report from an acoustics specialist to confirm your likely noise levels?

Yes No

Are there any properties beyond the boundaries of the event site likely to be affected by noise from the event?

Yes No

If yes, please provide details.

Details attached

6g. Signage

Duration the signage will be up: Start date End date

Will the signs comply with the District Plan temporary sign rules?

Yes No Don't know

7. Evidence of consultation

7a. Which neighbours are likely to be affected by the event (please show on the Event Site Plan)

7b. Have they been informed of the event? Yes No

7c. Please provide copies of your notices/communications sent to affected neighbours.

Copies attached

7d. Have they been advised of the name and contact details of the Event Manager? Yes No

7e. Please provide evidence of correspondence with tangata whenua.

Copies attached

8. Good behaviour bond

The good behaviour bond is required to meet the Council's costs of investigating justified complaints regarding the event. The bond will be returned to you in full if, at the end of the event, no chargeable monitoring was undertaken. If a complaint logged with the Council necessitates a follow up or investigation, a portion (or all) of the bond may be forfeited.

Please keep a copy of the complaints made to you over the duration of the events so they can be made available to the Council on request.

Return of bond

Bonds are returned through direct debit. Please provide the following details where you prefer the amount to be deposited.

Account name

Address of account holder

Bank account number

Bank and branch name

Bond amount paid

please turn over

9. Applicant's declaration

PRIVACY STATEMENT

Information on this form is required to be provided under the Resource Management Act 1991 and is required to process your application. This information including your personal information, has to be made available to the members of the public and media including business organisations upon request. In appropriate circumstances, it may also be made available to other units of the Council, Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council and you can also request that the Council correct any personal information it holds about you.

I confirm that I have read and understood the Privacy Statement above and that the information provided on the application form is true and correct.

I also understand that as the applicant, the Council will send all invoices and refunds for fees to me and I will be responsible for, and will indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be made to me.

Name of event owner (print clearly)

Signature

Date

10. Checklist items

Office use

Tick if provided

Application documentation

Completed application.

Supporting documents provided with the application.

Must be submitted - one copy each.

- a. Event timetable and activities.
- b. Traffic management plan (TMP).
- c. Noise management plan.
- d. Details and location of signage.
- e. Evidence of consultation with neighbours and tangata whenua.
- f. Noise assessment advice/report from an acoustics specialist.

Site plan

Accurate site plan attached.

Site plan must show the following and must be to scale.

The site.

The entire area to be used by the event.

Public roads and reserves adjoining event site.

Vehicle entry and exit points.

Loading and standing areas for buses.

Pick up and drop-off areas.

Loading, standing and manoeuvring areas for service vehicles.

Pedestrian entry and exit points.

Location of bag check areas.

Location of any existing permanent buildings/structures.

Location of all temporary structures, e.g. stages, tents, marquees, stalls, amusement devices (bouncy castles), etc.

Potable water supply.

Toilet, shower, laundry facilities.

Food stall locations.

Sale of liquor locations.

Retail/merchandise locations.

On-site camping ground (if any).

Car parking (on-site and off-site).

Recycling and refuse collection drop-off points and on-site storage.

First aid locations.

On-site information centre (if any).

Event manager's office/station.

Location of any special effects, e.g. fireworks, strobe and other lighting, etc.

Location of sources of noise/sound.

Location of generators.

Location of areas to be fenced off.

Location of remote noise testing devices/areas.

Emergency service access.

Anything else essential to the event, e.g. start and finish lines, transition points, etc.

Fees

Application fee.

Bond.	1 day \$1000	2 day \$1500	3 day \$2000
-------	--------------	--------------	--------------

OFFICE USE ONLY

Further information required? Y N

Application accepted? Y N

Date of acceptance

Further information required? Y N

Officer