

**** All applications for activities and / or events should be lodged with the Council at least 20 working days prior to the proposed date of the event.**

Please be aware that other statutory timeframes may be relevant to the hosting of your activity/event, and that those timeframes have not been built into the processing of this Application form. **

If submitting by email – please email: public@mdc.govt.nz

Applicant Details

Group Name			
Individual Name (Point of contact)			
Postal Address			
Contact Number(s)	(Day)	(After hours)	
Email Address			
Other Contacts:			
<small>NOTE: Changes to your bookings and contact details will not be actioned unless we receive a legitimate request by the people stated on this form.</small>			
Name			
Contact Number(s)	Day		Cell
Email Address			
Name			
Contact Number(s)	Day		Cell
Email Address			

Application Details

Event / Activity Name			
Event / Activity Date/s			
Event / Activity start time		Event / Activity finish time	
Alternative/postponement date/s		Pack-down date and time	
Venue/Location: attach copy of proposed site map/route		Do you require power?	<input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes this may incur an additional cost.</small>
Alternate Venue/Location: attach copy of proposed site map/route		Have you held this event in the Manawatu District before?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you require exclusive use of the facilities? <small>NOTE: This may incur an additional cost.</small>		Do you require additional toilets? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>NOTE: This may incur an additional cost.</small>	
Number of participants (approx.)	Number of spectators (approx.)		
What is the purpose of your event			

Description of activities: (Please attach copy of your event programme and run sheet if applicable)

Please tick if you will be having any of the following at your events – and fill in the appropriate sections below:

- | | | | | |
|---|--|---|--|---|
| <input type="checkbox"/> Alcohol (Alcohol Licensing) | <input type="checkbox"/> Food (Environmental Health) | <input type="checkbox"/> Non Food Stalls (Environmental Health) | <input type="checkbox"/> Amplified Sound (Planning) | <input type="checkbox"/> Amusement Devices (Environmental Health) |
| <input type="checkbox"/> Fireworks (Compliance) | <input type="checkbox"/> Temporary Structures (Building) | <input type="checkbox"/> Drones (Compliance) | <input type="checkbox"/> Road Closure (Roading) | <input type="checkbox"/> Car Parking Demands (Roading) |
| <input type="checkbox"/> Advertising Signage (Planning) | <input type="checkbox"/> Animals (Animal Control) | <input type="checkbox"/> Need Power or Water (utilities) | <input type="checkbox"/> Public Liability (Property and Parks) | <input type="checkbox"/> Event Safety Plan (Emergency Management) |
| <input type="checkbox"/> Council Funding Applications (Community Advisor) | Have <input type="checkbox"/> NZ Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Service been advised of your event? Please provide copies of any correspondence received from these services. | | | |

Regulatory Requirements

Alcohol, Food, and Trading:

Tick activities to be undertaken at your event. Where appropriate please provide quantity beside each category

<input type="checkbox"/> Food Vendors – See below	<input type="checkbox"/> Caterers	<input type="checkbox"/> BBQ or sausage sizzle	<input type="checkbox"/> Other stalls	<input type="checkbox"/> Alcohol – see below	<input type="checkbox"/> Trading – see below
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Food Vendors:
 The Manawatu District Council accepts all health registrations for mobile vendors from the following Districts: Palmerston North City Council, Rangitikei District Council, Wanganui District Council, Tararua District Council, Horowhenua District Council. Food vendors must provide a copy of their registration certificate to Council and apply for a Temporary Food Stall License with its associated Fee, and have this certificate on them for inspection during the event.

Vendors registered with the Manawatu District Council need only advise that they will be at the event, and display there registration during the event.

Food Vendors outside of the above areas are required to apply for a mobile vendor permit from the Manawatu District Council. These should be submitted at least 20 working days prior to the event, with the applicable fee.

Alcohol: Supplied Sold
 Please note that some venues and locations in the Manawatu are subject to Alcohol Controls – refer to the Public Places Bylaw 2015.

If you intend to sell or supply alcohol, you will need to apply for a special licence. This must be applied for at least 20 working days before the event.

Trading: Please include all non-food stall holders and details

HASNO: Will LPG gas be being used during the event or activity? No Yes **NOTE:** Provide a copy of HSNO license

Noise:

Do you intend to have any of the following:	
<input type="checkbox"/> Live band	<input type="checkbox"/> Megaphones <input type="checkbox"/> PA <input type="checkbox"/> DJ <input type="checkbox"/> Other Noise Source
Please describe how you intend to manage noise so that it complies with the Manawatu District Plan noise standards for the location of your event. NOTE: To determine what noise standards are applicable please contact Councils Duty Planner at planning@mdc.govt.nz	

Amusement Devices:

Registration Number	Device	Owner

NOTE: Please provide a copy of the current Certificate of Registration with this application.

NOTE: Please note that a copy of the Certificate of Registration is to be on site at the time of inspection.

Fireworks:

Do you intend to have any fireworks or special effects?
Please describe

Temporary Structures:

Please provide quantity and dimensions beside each structure, or attach additional sheet detailing structures:			
<input type="checkbox"/> Marquees / tents		<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"/> Signage			

Note: Not all building work requires a building consent, please refer to Building Work that does not require a building consent at <http://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/building-consent-exemptions-for-low-risk-work/schedule-1-guidance/>.

NOTE: Where a building consent is required please allow at least 20 working days before the event to obtain your consent documentation.

Drones:

Location Please attach a map or plan if covering more than 5 properties	
Type of UAV:	<input type="checkbox"/> Drone <input type="checkbox"/> Plane <input type="checkbox"/> Helicopter <input type="checkbox"/> Other (please specify)
Weight of UAV:	<input type="checkbox"/> Under 15 Kg – apply to the Council only <input type="checkbox"/> 15-25 Kg – you must obtain approval from Model Flying New Zealand before applying to the Council <input type="checkbox"/> Over 25 kg – you must apply to the CAA before applying to the Council
What is the reason for using the UAV ?	
Declaration: I/We (insert name) declare that I/We have read, understood, and will comply with the CAA Rules Part 101 when operating the drone/when supervising the operation of the drone.	
Signature:	Date:
NOTE: A copy of the CAA Rules can be found at: https://www.caa.govt.nz/rules/Rule_Consolidations/Part_101_Consolidation.pdf	

Roads:

Are you going to use any roads or footpaths for your event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – provide a traffic management plan
Are any State Highways affected by the event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – contact NZTA for approval, and provide to Council
How will parking be managed? Please describe the purpose of parking restrictions and include road name/s and time/s of restrictions required. Please attach your traffic management plan.		
Will you need to stop or delay moving traffic on any roads?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please apply for a road closure
NOTE: All approved road closures require placement of public notices in the newspaper at a cost to the organiser. See Councils Scheduled Fees and Charges for fee.		
Traffic Management Company:		
Contact Name and Number for Company:		

Advertising Signage:

How will you be promoting your event? <input type="checkbox"/> Flyers/posters <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Facebook <input type="checkbox"/> Other
Please attach any draft promotional material
NOTE: Council has defined sizes, areas and duration of placement for events signage within the District Plan, you can contact planning@mdc.govt.nz for this advice.
Will you be using signage for the event?
Please attach a sheet detailing the likely location of sign/s, dimensions of the sign/s, and duration they will be displayed.

Who will be responsible for the removal of signage associated with the event?

Name:

Contact Details:

Do you consent to Council advising the public through its Facebook page of your event? Yes No

Animals:

Will there be any animals at your event? Yes No

The animals will be : in a display in a petting zoo in a demonstration other, please specify:

List the species of Animal:

Please describe how the animals welfare needs will be meet for the duration of your event:

Who is responsible for the animals during the event:

Name

Contact Details

NOTE: There are Dog Prohibited Areas within the Manawatu District, applications for exemptions to these areas should be made at least 20 working days prior to the activity or event, with an accompanying fee. All dog owners as defined by the Dog Control Act 1996 shall ensure that all their responsibilities under the Act are met, including all dogs being kept under control at all times.

Utilities

Do you need access to potable water?

Do you need access to power?

Public Liability

Events anticipating more than 200 people present should carry both Public Liability and other insurances to protect the event and ticket holders. Public Liability insurance is required for medium to high risk events, to protect the event organiser against claims made by a third party for damage to people or assets.

Please provide proof of your public liability insurance if your event is likely to attract more than 200 people.

Event Safety Plan

Will the event have tents, marquees or equipment left on site over night? No Yes – please advise what security arrangements are in place for the event:

Event Safety Plan: The event organiser should have an event health and safety plan to minimise risk to itself and even participants. The plan should detail the events First Aid provisions, emergency evacuation procedures and how risks in the event will be proactively managed, along with any generic health and safety provisions.

Please supply details of the designated event health and safety person:

Name:

Contact Details:

NOTE: A copy of this Safety Plan will be provided to Councils Emergency Management Team.

Funding Applications

The Council operates a variety of funding schemes to assist non-profit groups and organisations, as well as individuals in the district to run, promote or participate in programmes or events that best fulfil outcomes identified in the Long Term Plan.

If you intend to apply for funding please indicate here: No Yes

If you have already applied for and received approval for funding please indicate here: No Yes

Fees and Charges

Please be aware that Council charges fees as per is adopted Fees and Charges Schedule which can be found at:

http://www.mdc.govt.nz/Online_Services/Pay_It/Fees_and_Charges

CHECK LIST

- | | |
|--|--|
| <input type="checkbox"/> Form filled in where applicable | <input type="checkbox"/> Proposed site map / route for event shown |
| <input type="checkbox"/> Run sheet for event | <input type="checkbox"/> Copy of Food Registrations |
| <input type="checkbox"/> HSNO license | <input type="checkbox"/> Amusement Device Certificate of Registration |
| <input type="checkbox"/> Traffic Management Plan | <input type="checkbox"/> Advertising Signage Plans with dimensions and locations |
| <input type="checkbox"/> Waste Management Plan | <input type="checkbox"/> Public Liability Insurance documentation |
| <input type="checkbox"/> Event Safety Plan | |