

# Application Hold an Event

Please complete all sections of this form.  
If you have any questions, email: [events@gdc.govt.nz](mailto:events@gdc.govt.nz)



**Important:** Lodging this form does not constitute Council's approval to the event. There may be other permits or consents, depending on the size, nature and location of your event that you will need to obtain from Council in order to be able to run the event. Refer to the information guide on other licenses and consents available on our website or contact us to discuss.

The event organiser is responsible for the delivery and successful outcome of the event and for any liability associated with the event; this includes events held on Council owned property.

## 1. Contact details

Name:    
Surname First Name(s)

Your organisation:

Address:     
No. Street/Road Suburb  
   
Town/City Postcode

Phone:    
Day Mobile:

Email is our preferred method of contact, please provide an email for correspondence.

Email:

Postal address for correspondence (if different from above):

## 2. Event details

2.1 Name of event:

2.2 Address or physical location of the event:

2.3 Duration of the event/activity (please include set up and dismantling time):  
Set up date:  Time:  Pack down date:  Time:   
Event start:  Time:  Event finish  Time:

2.4 How many people are expected to attend (include all staff and invited participants):  
1-50  50-100  100-400  400+   
If your event is for more than one day, please state the maximum number you expect to attend for each day:

2.5 Purpose of your event. Why are you holding it?

Is the event entry: Free  Koha/Donation  Entry fee  Ticket entry

Describe the activities being held at the event:

### 3. Location

Will your event be on Council land or in a Council venue? Yes  No

**If yes**, complete the Book a Park form on our website

If using private property, do you have the land owner's written permission to use this property for your event? Yes  No

Provide landowner's name and daytime contact phone number:

### 4. Event activities

#### 4.1 Food and drink sales (the event organiser has responsibility for food safety)

Registered food vendor  Registered caterer  Charitable groups fundraising  Unregistered food sellers

Other (please state):

Supply the business details for each registered food vendor (separate sheet).

**Each charitable group and unregistered food sellers** must complete the appropriate Food Fundraising form.

#### 4.2 Alcohol

Are you selling or supplying alcohol? Yes  No

**If yes**, apply for a Special Licence.

An Alcohol Management Plan is required if your event has more than 400 attendees.

Will BYO alcohol be allowed? Yes  No

**If yes**, supply an Event Management and Security Plan

#### 4.3 Council Smoke Free Outdoor Areas Policy

You acknowledge that all Council reserve land are designated smoke free under the Policy. Yes

You acknowledge that all Council run or sponsored events are designated smoke free under the Policy. Yes

You acknowledge that while compliance with the Policy is voluntary Council recommends the use of appropriate signage which can be sourced free of charge from [www.smokefree.org.nz](http://www.smokefree.org.nz). Yes

#### 4.4 Noise

Will amplified sound or other noise be generated? Yes  No

**Large events** may require a Noise Management Plan

If yes, please specify: PA system  DJ  Live band  Other

Please state type of PA equipment or amplifier to be used, including times:

Start time(s):

Finish Time(s):

### 5. Road, car parks, footpaths and road verge and grassed areas

If your event stops or delays traffic or pedestrians, or you need part of a road closed then you need written approval. If the event brings more traffic or pedestrians than is usual for the area, a Traffic Management Plan is also needed.

#### 5.1 Temporary road closure

Will you need to stop or delay moving traffic? Yes  No

Are you applying to temporarily close part or all of a road? Yes  No

**If yes**, submit a Temporary Road Closure form at least 42 days before event and organise a Traffic Management Plan.

#### 5.2 Traffic Management Plan (TMP)

A TMP is required for any event that stops, delays or increases vehicle or pedestrian traffic, including street marches.

Does your event require a TMP? Yes  No

**Refer to the list of TMP providers.** Contact providers at least 42 days before event.

If you have already organised a TMP, state your provider:

#### 5.3 Car parking

How many car parks are available at the event? Onsite  Kerbside  Total

Estimate the number of vehicles your event is expected to attract to the area.

**If your event is for more than one day**, please estimate the number for each day.

Day 1  Day 2  Day 3  Day 4  Day 5  Day 6

## 6. Health and Safety

Have you prepared a site safety plan for the event? Yes  No

I acknowledge that my event may be subject to a health and safety spot check if held in a public place. Yes

What provisions have been made for first aid?

Do you require a fire permit for open fire or fireworks? Yes  No

**If yes**, check Fire and Emergency NZ website.

Have emergency services been notified about your event? Yes  No

Which ones? Fire  Ambulance  Police  Other

Are contracts or arrangements in place for emergency services? Yes  No

Provide details:

Is there an emergency response plan? (If yes, please attach) Yes  No

### 6.1 Security

Have you prepared a security plan for the event? Yes  No

What are the security proposals for the event:

Entry gates:

Public safety:

Equipment and site safety:

Are security barriers being used? Yes  No

Describe barriers and show them on your site plan.

### 6.2 Public liability

Does the organisation hosting the event hold Public Liability Insurance? Yes  No

**Please provide** a copy of the policy certificate from your insurer.

If yes please detail:

## 7. Resource consent - event / venue / temporary signage

Is the event a permitted activity in the District Plan? Yes  No  Unsure

Is there an existing resource consent for this event or venue? Yes  No  Unsure

Provide details:

Will you be using any temporary signage to promote this event? Yes  No

**If yes**, this may require a Resource Consent

Provide details:

## 8. If this event is a street march, go on to Question 13.

## 9. Structures & services

9.1 Will the event involve the use of any permanent buildings such as a house, hall, stadium etc? Yes  No

Provide details:

9.2 Will the event include the use of temporary structures, such as gazebo, marquee, stage, lighting towers? Yes  No

Provide details:

Marquee dimensions (m):

Stage dimension and maximum height (m):

- 9.3 What is the **maximum occupancy number** for the building or structure to be used?
- 9.4 If providing lighting, what hours will the lights be in use?   
**Please show** the lighting locations on the site map
- 9.5 Will the event/activity involve any amusement devices such as merry-go-round? Yes  No   
 Provide details:
- Attach** a Certificate of Registration of Amusement Device from Worksafe NZ.  
 Certificate No:  Expiry Date:

### 9.6 Power

- Do you require access to power? Yes  No   
 For what purpose?
- Will you be using your own power supply? Yes  No   
 Please provide details of equipment and times of use:

## 10. Accommodation

- Is overnight accommodation provided at the event: Yes  No   
**If yes**, submit a Temporary Campground form.
- Where is the campground?
- Number of people catered for:  For how many nights?
- If there is more than one accommodation venue, provide full details:

## 11. Toilets, sanitation and waste management

### 11.1 Toilets

- What toilet facilities will be available and how many? Tick all that apply.  
 Facility has existing toilets  I require access to Council toilets.  **Complete the Book a Park form** on our website.  
 I will be providing Portaloo's  Male:  Urinals:  Female:  Unisex:   
 Refer to the guide for the number you will need for the number of attendees.

### 11.2 Showers

- What shower facilities will be available and how many? Tick all that apply.  
 No showers required  Facility has existing showers   
 I will be providing portable showers  Male:  Female:  Unisex:

### 11.3 Disposal of wastewater/sewage/liquid waste (tick all that apply)

- Facility has an existing connection to the wastewater system: Yes  No   
 Facilities are connected to septic tanks (temporary or holding tanks): Yes  No   
**Submit** a Temporary Discharge of Liquid form.  
 Tanks will be pumped out and disposed of, off-site at   
**Please provide** the business name of the offensive trade operator servicing the facilities.  
 Attach a copy of the service agreement for the event.  
 Fees will apply for off-site disposal and temporary discharge of liquid waste.

### 11.4 Water requirements

- Does this event need a supply of water? Yes  No   
 Are the water supply facilities temporary for your event? Yes  No   
 Where is the water supply from? Town supply  Private piped supply  Rainwater tanks  Water tanker

### 11.5 Rubbish disposal

How do you intend to minimise waste?

Are there facilities in place for rubbish disposal? Yes  No

Who is responsible for clean up?

Do you wish to borrow bins and flags from Council for a recycling station? Yes  No

### 12. Marine water activities

Will the event involve any activity on or around waterways and/or beaches? Yes  No

Between Mahia to Totakirua (past Lottin Point)

**If yes**, submit a Temporary Marine Event form

### 13. General

How will you advise affected residents about your event?

Letterbox drop  Radio  Newspaper  Social Media  Other:

Do you want your event shared on a Council approved event calendar? Yes  No

### 14. Site Plan

You must include a site plan or street march route with your application. Either a Google Map or go to our website maps page. It should include key details such as:

Vehicle crossings (points of access)	Ⓥ	Signage	Ⓢ	Parking (on and off site)	Ⓟ
Where food will be served	ⓕ	Lighting	Ⓛ	Amusement Devices	Ⓧ
Areas where alcohol is sold or supplied	Ⓐ	Toilet facilities	Ⓣ	Sound equipment	ⓔ
Emergency services/First aid stations	Ⓜ	Security systems	🔒	Rubbish	Ⓡ
Recycling depot	♻️				

Include any structures such as marquees and stages. Also other significant features the site has, such as rivers, streams or ponds. If accommodation is to be provided on site and is not located within a permanent structure please show where it will be located on the site plan.

## 15. Checklist - have you attached or separately lodged the following documents where necessary?

Have you attached or separately lodged the following documents where necessary? All forms are available on our website under organising an event.

### Required for all events

Site plan

### N/A Completed (if required)

- |                          |                          |  |                      |
|--------------------------|--------------------------|--|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Park & reserves booking. Completed online: Date              | <input type="text"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Food fundraising form  |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Special licence for alcohol sales/supply                     |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Alcohol management plan                                      |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary road closure form                                  |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic management plan                                      |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Health & safety management plan                              |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Event management & security plan                             |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Public liability policy certificate                          |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Resource consent application                                 |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Marquee or tent temporary structure - minor building consent |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Amusement device certificate of compliance                   |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary camping ground application                         |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary discharge of liquid waste consent                  |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Water connection   |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire permit  |                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Marine event application                                     |                      |

## 16. Declaration

I declare on behalf of the Event Organiser that:

- The information provided with this application form is true and correct and not misleading in any material respect according to the best of my knowledge.
- I have read, understood and agree to be bound by Gisborne District Council's General Terms and Conditions on page 7 and 8.
- I agree to abide by any conditions, which the Gisborne District Council may impose as part of the approval the Event.
- I confirm that I am the authorised signatory for the event organiser.

Full name:

Title/position:

Applicant's signature:

Date:

Please sign the form and submit with all the attachments to [events@gdc.govt.nz](mailto:events@gdc.govt.nz)

### Privacy Act 1993

The information collected in the application form will help Gisborne District Council determine whether your event is approved, or on special conditions needed for your event and to assist Gisborne District Council in ensuring the effective facilitation of your event. Personal information contained in this form will be treated in accordance with Gisborne District Council's Privacy Policy and may be disclosed to a third part if Gisborne District Council determines it is necessary to approve or facilitate your event. Personal information may also be disclosed if Gisborne District Council is required to do so by law, including under the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 1993 you may access and request a correction of any of your personal information.

## 17. General terms and conditions for an event

Gisborne District Council and the Event Organiser agree as follows:

### 1. Definitions/Interpretation

Unless the context otherwise requires:

“Application Form” means the application form submitted by the Event Organiser to the Council to obtain approval for the Event;

“Business Day” means any day excluding Saturdays, Sundays and statutory public holidays in Gisborne;

“Council” means the Gisborne District Council;

“Event” means the event, as described in the Application Form;

“Event Organiser” means the person, business, company or organisation named as the Event Organiser in the Application Form. It includes its Personnel, successors, and permitted assignees;

“Personnel” means all individuals engaged by the Event Organiser in relation to the Event, including its directors, employees, subcontractors, agents, external consultants and technical support;

“Site” means the area of where the Event is to be held, including but not limited to parks, reserves, squares or streets (or part thereof) or non-Council land; and

“Special Conditions” means any special conditions that apply to the Event, as determined by Council and contained in the formal approval letter issued by Council to the Event Organiser.

### 2. Access to the Site

If land is administered, owned or controlled by Council, the Site remains public property at all times, unless otherwise approved by Council. The Event Organiser must ensure that:

- residents, businesses and emergency vehicles are able to come and go from the site at all times;
- the public is not unduly inconvenienced; and
- public and private access ways are kept clear at all times.

No vehicles are permitted on grass areas on the Site unless prior written permission is obtained from Council.

### 3. Fees and Charges

The Event Organiser is responsible for payment of any and all fees, charges and/or service and supply charges associated with the Event, as advised by Council. The Event cannot proceed unless all applicable charges have been paid.

### 4. Licences

The Event Organiser must, at the Event Organiser’s expense, obtain all licences, permits and consents that are required for the Event at least 20 working days (8 weeks) prior to the Event Date. The Event Organiser will provide Council with copies of these documents upon request.

### 5. Cancellation

If the Event is cancelled by the Event Organiser, the Event Organiser must notify the Event Facilitator in writing as soon as possible. Council reserves the right to cancel the Event for any reason it sees fit, at any time, and without any prior notice, if the land is administered, owned or controlled by Council.

### 6. Event Notification

When requested by Council, the Event Organiser will inform residents and businesses in the area affected by way of a letter at least 10 Business Days prior to the Event Date. The letter must be delivered by hand to the residents and businesses and must contain the following information:

- name and description of the Event;
- road closure details, parking restrictions and information about noise (if applicable);
- duration of the Event, including pack in and pack out;
- Event Organiser’s name and contact details before and during the Event; and
- contact details of Council.

A draft version of the letter must be provided to Council, together with the area proposed to be affected, for approval prior to delivery of the letter.

### 7. Health and Safety

The Event Organiser must ensure, as far as is reasonably practicable, that the Site and the Event, including anything arising from the Site or the Event, are without risks to the health and safety of any persons. The Event Organiser must provide Council with a health and safety management plan specific to the Event at least 20 Business Days (4

weeks) prior to the Event Date.

The Event Organiser must ensure, as far as is reasonably practicable, that the health and safety of any:

- workers involved in carrying out the Event;
- workers whose activities in carrying out work are influenced or directed by the Event Organiser; and
- other person;
- is not put at risk from carrying out the Event.

The Event Organiser must:

- keep a record of all deaths, injuries, illnesses and notifiable incidents which are required by law to be notified (Notifiable Event) to WorkSafe New Zealand for at least 5 years from the date on which notice of the relevant event is given to the public authority;
- as soon as possible after becoming aware that a Notifiable Event arising out of the Event has occurred, ensure that WorkSafe New Zealand is notified of the Notifiable Event; and
- as far as the site at which any Notifiable Event has occurred is under the Event Organiser’s management or control, take all reasonable steps to ensure that the site where the Notifiable Event occurred is not disturbed until authorised by WorkSafe New Zealand.

Following any Notifiable Event the Event Organiser must:

- provide Council with a copy of any information or notice which the Event Organiser is required to provide or make to WorkSafe New Zealand relating to that Notifiable Event;
- provide Council with a report giving complete details, including results of investigations, into the cause of the Notifiable Event and any recommendations or strategies for prevention of any similar Notifiable Event in the future; and
- provide Council with such assistance as may be reasonably necessary to conduct a Notifiable Event, incident or accident investigation.

The Event Organiser must, so far as is reasonably practicable, engage with workers involved in carrying out the Event in relation to health and safety matters concerning the Site or the Event. The Event Organiser shall have procedures in place that provide reasonable opportunities for such workers to participate effectively in improving health and safety in respect of the Site and the Event on an ongoing basis.

The Event Organiser must, so far as is reasonably practicable, co-ordinate, consult and co-operate with all other duty-holders in relation to the Event, including Council.

### 8. Responsibility for Equipment

The Event Organiser must provide, place and remove all temporary structures, road markings, signs, cable ties, rubbish bins, toilets, equipment, props and any other equipment or devices associated with the Event. Removal of such equipment and structures must take place immediately after the Event. All equipment and structures used in relation to the Event must be in good, safe, working order.

### 9. Responsibility for Clean-up and Waste Minimisation

The Event Organiser must consider the waste implications of the Event and advise what facilities are in place for rubbish disposal.

The Event Organiser must ensure that the Site and any surrounding areas are in a clean and tidy condition, including surrounding streets before, during and after the Event. The removal and disposal of all rubbish, recycling and organics must take place immediately after the Event to an appropriate facility. The Event Organiser agrees to pay for the cost of any repairs and additional cleaning required by the Council to re-instate the Site and surrounding areas to a clean and tidy condition. Such costs will be in addition to any other fees and charges.

### 10. No Damage to Property

The Event Organiser must ensure that the Site and all wildlife, stock, vegetation, furniture, fences, bollards, buildings and other facilities on the Site are not damaged or unduly disturbed at any time before, during or after the Event.

### 11. Beach and Coastal Areas

If the Event is being held on or near a beach or coastal area, the Event Organiser must ensure that:

- only formal Council beach access ways are used;
- coastal plants are not trampled or damaged in any way ; and
- people stay out of formally roped off areas to prevent damage to vegetation and erosion of dunes.

The Event Organiser must monitor compliance with the above requirements and protect the dunes at all times from adverse effects of the Event.

## 12. No Fixtures

The Event Organiser must ensure that nothing is fixed, hung or otherwise attached to any features of the Site (e.g. trees, signs, furniture, rotundas, lamp posts) without the prior written consent of Council.

## 13. Road Closures and Public Notices

The Event Organiser must apply for any necessary road closure authorisations specified in the Application Form at least 40 Business Days (8 weeks) prior to the Event Date. The costs of any public notices required to advertise road closures associated with the Event will be met by the Event Organiser.

## 14. Traffic Management Plan

The Event Organiser may be required to provide Council with a professional Traffic Management Plan ("TMP") drafted by an adequately qualified Site Traffic Management Supervisor ("STMS") at least 40 Business Days (8 weeks) prior to the Event Date. The TMP must include:

- the location of all relevant structures, equipment, facilities, assembly areas, Event or filming areas and other facilities, including (without limitation) signs, cones, marshals, vehicles, parking restrictions, road closure details;
- access for the mobility impaired, emergency vehicles and to public transport; and
- the number and location of qualified STMS, qualified Traffic Controller ("TC") and fully briefed marshals that will be active within the TMP.

Council and the NZ Police may require further details to be included in the TMP. The Event Organiser must provide further details as soon as practicable after any such request prior to the Event Date.

## 15. Noise

The Event Organiser must comply with the permitted noise levels as set out in the temporary activity provisions in the Gisborne District Council District Plan. Records of monitoring undertaken to determine compliance with these noise levels must be kept by the Event Organiser and provided to Council upon request. The Event Organiser must provide Council with the contact details of the person representing the Event Organiser who will be on site during the Event and who will have the authority to reduce noise levels being generated at the Event, if required by Council.

## 16. Event Information

The Event Organiser must provide additional information to Council upon request.

## 17. Compliance with Legislation

The Event Organiser must ensure that the Event complies with the Gisborne District Council, District Plan and all applicable legislation, bylaws and policies and that its Personnel comply with the same and do not do or omit to do anything that may cause the Event Organiser to be in breach of its obligations under these terms and conditions or any Special Conditions. In addition, the Event Organiser must take all reasonable steps to ensure that all participants in the Event comply with such legislation, bylaws and policies.

## 18. Compliance with Directions

The Event Organiser must ensure that all Personnel and Event participants comply immediately with any instructions or directions issued by NZ Police or Council representatives in the execution of their duties.

## 19. Site Plan

The Event Organiser must provide a detailed plan of the Site/s, including details of all equipment associated with the Event, with the Application Form.

## 20. Underground Services

The Event Organiser is responsible for identifying all underground services prior to erecting structures, tents etc. The Event Organiser must meet any costs associated with the repair of any services damaged.

## 21. Documentation

The Event Organiser must ensure that a final version of the Event planning documentation is held on the Site for the duration of the Event and including, but not limited to the Council approval, health and safety documentation, key event contact persons and their contact details, and the site plan.

## 22. Event Changes

Any proposed change to the nature or timing of the Event, as set out in the Application Form, must be notified, and if necessary, approved by Council, in its absolute discretion.

## 23. Signage

All signage relating to the Event must comply with the Gisborne District Plan and all applicable bylaws, policies and Reserve Management Plans.

## 24. On Water or Below High Tide Line

The Event Organiser must obtain written approval from the Council for any water activities or use of land below the high tide line that form part of the Event in accordance with the Maritime Application Form .

## 25. Insurance

The Event Organiser must maintain and keep in force for the duration of the Event, adequate public liability insurance cover (minimum policy limit of \$1 million) with a reputable insurer. The Event Organiser must provide Council with proof of such public liability cover, including details of the insurer, any relevant exclusions and the amount of cover, at least 20 Business Days (4 weeks) prior to the Event Date.

## 26. Indemnity

The Event Organiser indemnifies the Council in respect of all costs (including legal costs), claims, liabilities, losses, damage and expenses suffered or incurred by the Council and any other person claiming through the Council as a direct or indirect consequence of any unlawful, negligent, tortious, criminal, reckless or dishonest errors, acts or omissions of the Event Organiser in the performance of the Event. To the extent permitted by law, in no event shall the Council nor its employees be liable for any damage, loss or personal injury arising whatsoever including direct, indirect, consequential, financial or special damages.

## 27. Special Conditions

The Event Organiser agrees to comply with any Special Conditions applicable to the Event . Where there is an inconsistency between these general terms and conditions and any Special Conditions, the Special Conditions will prevail to the extent of the inconsistency.

## 28. Breach of Conditions

The Event Organiser acknowledges that a breach of any of these terms and conditions or Special Conditions, may result in:

- forfeit of all or part of the bond (if any);
- closure of the Event;
- refusal to accept future bookings from the Event Organiser; and/or
- the Event Organiser being liable for any extra costs incurred.

## 29. Disputes

In the event of any dispute arising as to the meaning of any of these terms and conditions, or between the Event Organiser and the Council, the parties will use their best endeavours to resolve the dispute. A party must notify the other if it considers a matter is in dispute and the parties' senior managers will attempt to resolve the dispute through direct negotiation. If the dispute is not resolved within 10 Business Days of notification, the parties will refer the dispute to mediation or some other form of alternative dispute resolution. Each party will pay its own costs of mediation or alternative dispute resolution.

## 30. No waiver

No waiver or any breach, or failure to enforce any provision of these terms and conditions at any time by Council will in any way effect, limit or waive Council's right to enforce and compel strict compliance with the provisions of these terms and conditions.