




Application for Amusement Device Operation Permit



Apply Online: Preferred Option

 ashburtondc.govt.nz
 building@adc.govt.nz

Drop off or Post to:

 5 Baring Square West
Ashburton 7700

Version: 1

Date: May 2023

Applicant Details

Name:

Company Name:

Postal Address:

Physical Address:

Mobile Number:

Business Number:

Email Address:

Event Information

Event Name:

Event Location:

Held By:

Event Time & Date

From:

To:

Device Information

Please attach certificate of registration with this application.

Reg. Number:	Device:	Owner:	Certificate Expiry Date:

Inspection

Please inspect before

Date:

Time:

Fees

Please pay fees with application.

1. The prescribed fee - \$11.50
2. Additional fees
 - a) For one device: for the first 7 days, or part thereof - \$10.00 + GST
 - b) For each additional device operated by the same owner: for the first 7 days or part thereof - \$2.00 + GST
 - c) For each device: for each further period of 7 days or part thereof - \$1.00 + GST

The Payment

Cash Direct Credit Eftpos Credit Card

Note: For direct credit, please make payment to account number **03-1592-0521970-00** include name of applicant and the Building Consent Number (if known). If you don't know the Building Consent number, please enter letters BC in the reference field. This will enable us to match your payment and prevent delays in processing your request.

Declaration

If acting "for and on behalf", I hereby declare that I am authorised to act as Agent of the Owner.

Signed:

Date:

Name:

I am the

Owner:

Agent:

Privacy Information: The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.

OFFICE USE ONLY

Amount paid: \$

Date:

Officer:

Deposit paid on application

Total to be paid when consent issued

Date payment processed:

Receipt:

Officer:

Details/Notes:

Further info required?

Yes **OR**

No

Details/Notes:

Date of acceptance:

Officer:



Notes for the Applicant

1. Applications must be accompanied by a current Certificate of Registration and the application fee.
2. Applications must be received at this Office of the Ashburton District Council 10 full working days prior to the event.
3. Late applications will be charged an additional processing fee of \$20. No applications may be accepted on the day of the event.
4. Applications should state exactly where the intended amusement device site will be and include an 'inspect by' time and a contact phone number, eg. Ashburton Domain on Saturday is not good enough.
5. Fees for permit applications are non-refundable. Applications are not transferable to other dates outside those on the original application.
6. Rides should not commence before the device has been inspected and the permit issued.
7. Permits are generally issued on site at the time of inspection but application must be made at the office of the Ashburton District Council, 5 Baring Square West, Ashburton.

Principle 3 of the Privacy Act 2020

1. The purpose of which the information about you is being collected to comply with the licensing requirements of the Machinery Act 1950 and the Amusement Devices Regulations 1978.
2. Intended recipients of personal information contained in the application form are:
 - a) The Ashburton District Council, Environmental Services Department
 - b) Department of Labour, Occupational Safety and Health
3. Name and address of the agency collecting and holding your personal information is:

Ashburton District Council, 5 Baring Square West, Ashburton
4. The personal information about you is required by law and the supply of information by you is mandatory.
5. The consequences for yourself if you do not provide the information requested is that the Council may decline your application.
6. Right of access to and correction of personal information.

With regard to personal information held about you by the Council which can be readily retrieved, you can upon request:

- a) Obtain confirmation whether or not the Council holds personal information about you; and if so:
- b) Obtain access to that information.

You are entitled to request that the Council correct any personal information it hold about you. If the Council is not willing to correct your personal information in the way you request, then you can require the Council to attach a statement you prepare that will always be read with your personal information.

The Council will inform you of what steps it has taken in response to any request you may make to correct your personal information.

