

Event Application



This application form is for events held on public open spaces controlled by the Ashburton District Council, including parks, reserves, roads, streets and footpaths.

If you are organising an event or activity on public land in the Ashburton District you should complete this form, which will help determine if you need approval. This will also help us to help you deliver a successful event.

Contact details

Name	
Organisation	
Address	
Phone	
Email	
Postal address	

Event details

Name of event	
Physical location of event	
Event date(s) and time(s)	
Is this a ticketed event or free to the public	
Expected attendees	
Purpose of the event	
Describe activities being held at the event	

Event activities

	Yes	No	N/A
Food and drink (non-alcoholic) sales <i>You will need to complete an additional form</i>			
Alcohol sale or supply <i>You will need to complete an additional form</i>			
Sale of merchandise <i>You will need to complete an additional form</i>			
Noise			
Structures (e.g. marquees, stages) <i>You will need to complete an additional form</i>			
Amusement devices (not including bouncy castles) <i>You will need to complete an additional form</i>			
Fireworks <i>You will need to complete an additional form</i>			
Animals			
Advertising/billboards/drones <i>You will need to complete an additional form</i>			

Roads, car parks and footpaths

	Yes	No	N/A
Do you need to stop or delay moving traffic			
Do you need to close part or all of a road			
Have you got a traffic management plan			
Have you considered car parking for the event			
Will you be using parking marshals			

Health and safety – complete separate form

	Yes	No	N/A
Have you prepared a health and safety plan for the event			
Have you organised security for the event			
Does your organisation hold public liability insurance			

Consultation

	Yes	No	N/A
Will you be advising local residents of the event			
Will you be advising local business of the event			

Utilities

	Yes	No	N/A
Do you require access to power if available			
Will you be providing additional lighting			
Will you be providing generators			

Toilets, sanitation and waste management

	Yes	No	N/A
Will there be toilet facilities available			
Will you be providing port-a-loos			
Have you arranged for disposal of waste water/sewerage/liquid waste			
Does the event need a water supply if available			
Have you prepared a waste management plan			

Impact assessment (for internal use)

Event size		Event impact	
Low	Under 500 people	Minor	<ul style="list-style-type: none"> Bouncy castles BBQ or sausage sizzle Gazebos
Moderate	500 – 5,000 people	Medium	<p>All of the minor impacts plus any or all of the below:</p> <ul style="list-style-type: none"> Generate a large amount of waste Involve youth and young children Food being sold Amusement devices Significant amount of noise for an extended duration Structures such as marquees and stages Animals
High	5,000 + people	Major	<p>All of the minor and medium impacts plus any or all of the below:</p> <ul style="list-style-type: none"> Traffic management is required Alcohol sold or served In or around water Fireworks

Return to

Verity Jackson
 Events Coordinator
Verity.jackson@adc.govt.nz
 03 307 7780