

***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 |  |  |  |
| Alcohol sale or supply  *You will need to complete an additional form* |  |  |  |
| Sale of merchandise |  |  |  |
| Structures (e.g. marquees, stages)  *You may need to complete an additional form* |  |  |  |
| Amusement devices  *You will need to complete an additional form* |  |  |  |
| Bouncy castle  *You will need to complete an additional form* |  |  |  |
| Fireworks  *You will need to complete an additional form* |  |  |  |
| Animals |  |  |  |
| Billboards/drones |  |  |  |

# 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 an Event Management Safety Plan |  |  |  |
| Have you organised security for the event |  |  |  |
| Does your organisation hold public liability insurance |  |  |  |
| Will a specialist medical provide e.g. St John be in attendance |  |  |  |

# 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 |  |  |  |

Return to

|  |
| --- |
| Events Advisor  [events@adc.govt.nz](mailto:events@adc.govt.nz)  03 307 7700 |