



## Reserve Concession Application Form

Name of your Activity: .....

Date/s of Activity:.....Rain Date:.....

Type of Activity: (✓)  Concert  Expo/Exhibition  Festival  Function  Promotion  Sport event  
 Wedding ceremony  Wedding reception  Other (*please*.....)

Concession Type Requested (✓)  **Permit** (12 or less calendar days)  **Licence** (13 days - 6 months)

### **CONTACTS**

Organiser Name: *First Name*..... *Last Name*.....

Alternative Contact: *First Name*..... *Last Name*.....

Organisation Name: .....

Postal Address: .....

Phone: ..... Fax: .....

E-mail: ..... Mobile: .....

Contact on the Day: ..... Mobile .....

### **LOCATION / VENUE, DATES & TIMES**

*Attach a site plan/s of the event area, including the location of marquees, vehicles, stages, generators, sound systems or stalls.*

Name of Reserve (s): .....

Activity Start Time: ..... Activity Finish Time: .....

Setup Date/s: ..... Start Time: ..... Finish Time: .....  
*(if different from above):*

Packdown Date/s: ..... Start Time: ..... Finish Time: .....  
*(if different from above):*

Number of Participants expected (*approx*): .....

Number of Spectators attending (*approx*): .....  n/a

**ACTIVITY OBJECTIVES** (required under the Reserves Act)

Please state the reasons for having the activity/event. What do you hope to achieve?

- i) .....
- ii) .....
- iii) .....

Please attach a copy of the programme if available.

**COMMUNITY BENEFITS** (required under the Reserves Act)

How will the community benefit from having the activity on the reserve?

- i) .....
- ii) .....
- iii) .....

**OTHER AGENCIES** (required under the Reserves Act)

Please state what (if any) other approvals or consents are required from other agencies (e.g., liquor license);

.....  
.....

n/a

**PUBLIC ACCESS** (required under the Reserves Act)

Please provide a description of any measures proposed which may have the effect of restricting public access.

.....  
.....

**ISSUES/ POTENTIAL PROBLEMS**

Do you foresee any issues / problems that TCDC should be aware of?

YES  NO

If YES, please describe below.

.....  
.....

## EFFECTS ON THE ENVIRONMENT

n/a

**Structures** e.g., barbecues, marquees, signage, stages, tables .....  Yes  No  n/a

Structures are to be included on site plan showing location and numbers of structure/s (also refer to regulatory licenses section).  
Please attach any additional information:

.....  
.....

**Amplified Sound** .....  Yes  No  n/a

If your activity includes the use of amplified sound please supply details including type of music

.....  
.....

**Special Effects** .....  Yes  No  n/a

Please describe type of special effects (e.g., stunt/ fireworks), including the time staged and indicate position on your site map:

**Hazardous Substances & Fireworks** .....  Yes  No  n/a

(For fireworks activities contact ERMA (Environmental Resource Management Agency), and NZ Fire Service)

## GENERAL

**Catering** .....  Yes  No  n/a

Please supply the name of caterer/s and a contact phone number

Name: ..... Phone: ..... Mobile: .....

**Clean Up** (The applicant is responsible for all clean up)

What are your arrangements? .....

.....

**Consultation** - please attach a draft copy of the letter-drop letter .....  Yes  No  n/a

Who will you be consulting with? .....

.....

**Electricity** (Check availability with TCDC)

Is TCDC power supply required? .....  Yes  No  n/a

**Lighting** - Will lighting be used? .....  Yes  No  n/a

**Generator** - Will a generator be used? .....  Yes  No  n/a

Please provide details including the type of generator and include the location (s) on your site map:

.....  
.....

**Promotion** (is the activity being promoted) .....  Yes  No  n/a

Please describe they type of promotions and attach any material .....

## Promotion Cont'd

.....  
**Is this a Non-Profit Event?** (If yes, please provide details).....  Yes  No  n/a

.....  
**Sponsorship** (please describe and attach any material) .....  Yes  No  n/a

## Toilets

Will you use existing facilities? .....  Yes  No  n/a

Will you provide your own portaloos? .....  Yes  No  n/a

*If you will be using portaloos, ensure the location is specified on your site map.*

**Water** – is a water supply required? (please check availability).....  Yes  No  n/a

Please describe source and purpose .....  
.....

## REGULATORY LICENSES

*The organiser is responsible for obtaining all appropriate licenses, if required, prior to the activity.*

Trading Licence (required for sale of any goods, services, collecting money etc) .....  Yes  No  n/a

Building Consents (required for the placement of temporary buildings .....  Yes  No  n/a  
eg marquees(over 30m<sup>2</sup>), stages (over 1m high), scaffolding, structures)

Liquor Licence (required for the sale and/or supply of liquor) .....  Yes  No  n/a

Food/Health Licence .....  Yes  No  n/a

Amusement Device Licence.....  Yes  No  n/a

Aircraft (helicopters, balloons).....  Yes  No  n/a

*Certain activities may require a Resource Consent. Please discuss this with TCDC.*

## PUBLIC LIABILITY INSURANCE

Provide proof of your insurance (attach copy) .....  Yes  No  n/a

Company: ..... Amount \$: ..... Expiry Date:.....

Comments: (including any relevant exclusions) .....  
.....

## HEALTH AND SAFETY PLAN

The organiser of an activity that will attract 500+ people must provide a written health and safety plan 75 days prior to the activity. This plan must be prepared in accordance with the provisions of the Health and Safety in Employment Act 1992 including amendments made by the Health and Safety Act in Employment Act 2002, and the organiser is responsible for ensuring that the Act is complied with at all times. For further information see the health and safety section at [www.dol.govt](http://www.dol.govt) or contact Occupational Safety and Health on 0800 20 90 20 or (09) 525 0268.

## CHARGES

The organiser:

- may incur costs such as facility fees and other council incurred costs.
- will be responsible for the costs of barricades, signage, cones and other such items the activity requires.
- may be asked to provide a bond.

TCDC will quote facility fees based on the information in this completed application form. Changes to the application may result in fee changes.

## PRIVACY ACT 1993

The information collected will be used to ensure the effective facilitation of your activity/event. It will, therefore, be distributed to other council departments, external agencies and will be used for public information as required.

**Organisers must comply with the TCDC Bylaws. These can be viewed on [www.tcdc.govt.nz](http://www.tcdc.govt.nz)**

The information supplied with this application is true and correct according to the best of the Applicant's knowledge. The applicant agrees to abide by any conditions which TCDC may impose on the exercise of its grant of this application, provided that TCDC gives reasonable notice of any additional conditions to the Applicant.

Signature: ..... Date: .....

To follow is a **CHECKLIST** for this application. Please ensure that all the following documents are submitted.

- The completed Application Form (completed in full).
- A site plan of the reserve/s.
- Examples of documents used in organising the activity (e.g., consultation letter/s, promotional material).
- An event plan if the activity will attract more than 500 people (includes participants and spectators).
- A Health and Safety Plan if the activity will attract more than 500 people (includes participants and spectators).
- Fee payment.

### **Organisers of a commercial activity are also required to submit:**

- A copy of proof of public liability insurance, being not less than \$1,000,000.

Please send your **COMPLETED** application form and required documents (e.g., site plan) to the Thames-Coromandel District Council, Private Bag, Thames. Once it is received, you will receive notification.

*Please note., an incomplete application form will be returned to sender.*