



# Event Permit Application Form

Name of park / forest: _____	
Organisation's name: _____	
Name of event: _____	
Type of Event: _____	
Expected numbers: _____	
Date(s) of Event: _____	Pack in time: _____
Pack out time: _____	
Contact person name: _____	
Landline phone: _____	Mobile phone: _____
Email: _____	Fax: _____
Postal address: _____	
Other contact(s): _____	

## Activity Description:

1. Explain the nature of the event and what you propose to do.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Where do you propose to go within the park/forest? *(please supply a location map and NZMS 260 grid reference)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Will you be creating "temporary structures" *(ie. stages, marquees, props for filming)* on the Park?

\_\_\_\_\_

## Access and use of park / forest:

4. Describe the main access points that you will be using into the Park / Forest

\_\_\_\_\_

5. Where will your vehicles be parked *(please indicate on map)*? \_\_\_\_\_

\_\_\_\_\_

6. Will you require any road closures on public or council roads? (Note: public road closure requires a Traffic Management Plan to be submitted with your application) \_\_\_\_\_

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7. How do you propose to control traffic / competitors? (e.g. marshals, tail end-charlie) \_\_\_\_\_

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8. Which park/forest facilities (structures, tracks) do you need to use? \_\_\_\_\_

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9. What extra equipment will you bring onto the park / forest? \_\_\_\_\_

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10. What alcohol, food or merchandise will be sold during your event? \_\_\_\_\_

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11. Have you obtained liquor and food licences from the appropriate local authority? (please specify)

Yes  No  N/A

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12. Have you obtained building/resource consents from the appropriate local authority? (please specify)

Yes  No  N/A

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### Activity Impact Assessment:

13. Will your activity affect public access to other areas of the park? Yes  No

14. Will your activity result in any disturbance to native vegetation/birds? Yes  No

15. Will natural waterways or bodies of water be affected by your activity? Yes  No

16. Is there any risk of fire? Yes  No

17. Will your activity cause any noise? Yes  No

18. Will your activity result in traffic impacts to the roading infrastructure? Yes  No

19. If yes to any of the above, how will you minimise these impacts? (use additional paper if required)

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**Health and Safety:**

20. Do you have Public Liability insurance? Yes  No

To what level? \_\_\_\_\_

21. Do you have Fire Suppression Insurance? Yes  No

To what level? \_\_\_\_\_

*You are required to submit a Health and Safety and Emergency Procedures plan under the Health and Safety Act 1991 for your event. Please present this to the park / forest ranger no later than 10 working days before the date of your event.*

*Please indicate whether you have obtained a "Health and Safety" planning template or would like one to be sent to you.*

Have one  Please send

**Other Information**

22. Which term best describes your company / organisation? (tick one)

Commercial  Community  Education

23. How much ranger time do you require? \_\_\_\_\_

24. What do you need the ranger to do? \_\_\_\_\_

25. Do you have any other information you wish to supply in support of your application Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Us:**

Greater Wellington

Wellington Office

PO Box 11646

Phone 04 384 5708

Fax 04 802 0200

Web [www.gw.govt.nz](http://www.gw.govt.nz)

Greater Wellington

Western Sector Principal Ranger

PO Box 11646

04 237 5793

04 237 4816

027484 3864

[www.gw.govt.nz](http://www.gw.govt.nz)

Greater Wellington

Eastern Sector Principal Ranger

PO Box 40847

04 526 4133

04 526 4171

027 453 2430

[www.gw.govt.nz](http://www.gw.govt.nz)