

Event Permit Application Form

N.B: This application **MUST BE RECEIVED 15 WORKING DAYS PRIOR TO THE EVENT/ACTIVITY**. If it is lodged less than 15 working days, then a \$250 Urgent Fee will apply and is to be paid to head office.

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*) _____

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

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

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

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

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

Yes No N/A

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

Yes No N/A

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)

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

N.B: Please provide written evidence below if you have ticked community or education above.

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

Greater Wellington

Greater Wellington

Wellington Office

Western Sector Principal Ranger

Eastern Sector Principal Ranger

PO Box 11646

PO Box 11646

PO Box 40847, Upper Hutt

Phone 04 384 5708

04 237 5793

04 526 4133

Fax 04 802 0200

04 237 4816

04 526 4171

027484 3864

027 453 2430

Web www.gw.govt.nz

www.gw.govt.nz

www.gw.govt.nz