Send or deliver this form to:

Kapiti Coast District Council

175 Rimu Road, Paraparaumu 5032

Private Bag 60601, Paraparaumu 5254 For all enquiries phone:

Email: [kapiti.council@kapiticoast.govt.nz](mailto:kapiti.council@kapiticoast.govt.nz) 04 296 4700 or 0800 486 486

Please complete this application and submit at least **60 days** prior to your event to allow processing of your application to be completed.

1. **Event organiser information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event organiser or organisation | Click or tap here to enter text. | | | |
|  | (Person, company, trust etc) | | | |
| Application contact person | Click or tap here to enter text. | | | |
|  |  | | | |
| Postal address | Click or tap here to enter text. | | | |
|  |  | | | |
| Contact details | Click or tap here to enter text. |  | Click or tap here to enter text. | |
|  | Mobile |  | Phone | |
| Email | Click or tap here to enter text. | | | |
|  |  | | | |
| Contact person on the day | Click or tap here to enter text. | | | |
|  |  | | | |
|  | Click or tap here to enter text. |  | |  |
|  | Mobile   1. **Event details** |  | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event name | Click or tap here to enter text. | | | | | | | | |
|  |  | | | | | | | | |
| Event location | Click or tap here to enter text. | | | | | | | | |
|  |  | | | | | | | | |
| What is the purpose of your event? | Click or tap here to enter text. | | | | | | | | |
|  |  | | | | | | | | |
| Date/s of event | Click or tap to enter a date. | | | |  | Click or tap here to enter text. |  | Click or tap here to enter text. | |
|  | Day 1 | | | |  | Start time |  | Finish time | |
|  | Click or tap to enter a date. | | | |  | Click or tap here to enter text. |  | Click or tap here to enter text. | |
|  | Day 2 | | | |  | Start time |  | Finish time | |
|  | Click or tap to enter a date. | | | |  | Click or tap here to enter text. |  | Click or tap here to enter text. | |
|  | Day 3 | | | |  | Start time |  | Finish time | |
| Set-up date & time | Click or tap to enter a date. | | Pack-down date & time | | | | Click or tap here to enter text. | |
|  |  | |  |  | | |  | |
| Postponement date  (if applicable) | Click or tap to enter a date. | |  |  | | |  | |
|  |  | |  |  | | |  | |
| Number of attendees | Click or tap here to enter text. | |  | Click or tap here to enter text. | | | | |
|  | Staff/Volunteers |  | | Spectators | | | | |
|  |  |  | |  | | | | |

1. **Traffic management and parking**

If this event requires a road closure, you need to contact our Roading Team to discuss the submission of a Traffic Management Plan. A Traffic Management Plan needs to be received **60 days** prior to the event to allow for public notification of the road closure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does your event affect traffic or parking? | Yes |  | No |  |
|  |  |  |  |  |
| Please provide a plan showing the following:   * Main parking area/s * Special/disabled parking * Location and number of traffic marshals * Site accesses and traffic flow diagram * Traffic controlling measures (signage) | | | | |
|  | | | | |
| Does your event require a road closure? | Yes |  | No |  |
| Provide details of road/s and/or section of road/s requiring closure: | | | | |
| Click or tap here to enter text. | | | | |
|  | | | | |

1. **Regulatory requirements**

The event organiser is responsible for applying for all necessary licences, permits and consents that are required for the event. These applications should be submitted at least **20 working days** prior to the event date. [Fees and charges](https://www.kapiticoast.govt.nz/services/a-z-council-services-and-facilities/fees-and-charges/) will be required to be paid at the time the application is lodged.

|  |  |  |  |  |  |  |  |  |  |  |
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| **4.1 Food and beverage trading** | | |  | | |  |  | | |  |
| Tick activities to be undertaken at your event: | | | | | | | | | | |
| Sale or supply of alcohol  *An Alcohol Licence may be required* | Sold | |  | Supplied | | |  | No | |  |
|  | | |  | | | |  |  | |  |
| Food vendors or caterers *Food registration may be required - Please complete the Food Stall Details form at the end of this application* | | | Yes | | | |  | No | |  |
|  | | |  | | | |  |  | |  |
| BBQ or sausage sizzle | | | Yes | | | |  | No | |  |

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| **4.2 Structures** | | |  | |  |  | | |  |
| Will you be having a mechanised amusement device at this event  (eg. merry-go-round)  *A permit to operate may be required (permit not required for landbased inflatable amusement devices such as a bouncy castle, inflatable slide).* | | | Yes | | |  | No | |  |
|  | | |  | | |  |  | |  |
| If you are using an existing building for your event, have you checked with Council how many people it can safely hold? | | | Yes | | |  | No | |  |
|  | | |  | | |  |  | |  |
| Is this an established use of the building? | | | Yes | | |  | No | |  |
|  | | |  | | |  |  | |  |
| Will you be erecting any marquees, stages, temporary buildings or other structures?  *A building consent may be required* | | | Yes | | |  | No | |  |
|  | | |  | | |  |  | | | |  |
| If yes, please provide details, size & quantity of proposed structures and a fire report for any buildings accessed by people. | | |  | | |  |  | | | |  |
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| Click or tap here to enter text. | | | | | | | | | | | |

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| **4.3 Signage** | |  |  |  |  |
| There are rules in the [District Plan](https://www.kapiticoast.govt.nz/district-plan/) relating to signage to advertise your event on local roads and State Highways. Please refer to the notes at the end of this document for further information on signs and permitted content | | | | | |
| Will you be erecting signage? | | Yes |  | No |  |
| * You may erect 12 signs (1 sign per site) * The total area of each sign must not exceed 1.6m2. | |  |  |  |  |
|  | |  |  |  |  |
| **4.4 Noise** | |  |  |  |  |
| There are rules in the [District Plan](https://www.kapiticoast.govt.nz/district-plan/) relating to noise emissions. Please refer to the notes at the end of this document for further information. | | | | | |
| Will amplified sound equipment or loud mechanical equipment be used? *(this includes hand held sound equipment and motorbikes)*. | | Yes |  | No |  |
|  | |  |  |  |  |
| If yes, please provide a noise management plan that identifies:  The type of noise sources and their location *(plot locations on Site Map)* | | | | | |
| Click or tap here to enter text. | | | | | |
| How you will comply with the noise standards? | | | | | |
| Click or tap here to enter text. | | | | | |
| Will there be any homes affected by noise? | | | | | |
| Click or tap here to enter text. | | | | | |
| How you are going to inform the affected homes at least **10 working days** prior to the event? | | | | | |
| Click or tap here to enter text. | | | | | |
| How will you respond to complaints on the day of the event? | | | | | |
| Click or tap here to enter text. | | | | | |
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| **4.5 Special effects** | |  |  |  |  |
| Under the Health and Safety at Work (Hazardous Substances) Regulations 2017 a person wishing to conduct a firework display must be a Certified Handler who has a Compliance Certificate. Certified handlers can be located on the Worksafe website: <https://compliancecertifiers.worksafe.govt.nz/> | | | | | |
| Will there be any special effects/lighting? (eg stunts fireworks, floodlights, smoke? | | Yes |  | No |  |
| Details of type of special effects: | |  |  |  |  |
|  | Click or tap here to enter text. | | | | | |
|  | |  |  |  |  |
| **4.6 Fire permit** | |  |  |  |  |
| Will you be having an open fire or bonfire at your event? | | Yes |  | No |  |
| Fire and Emergency NZ issue fire permits for Kāpiti. To apply for a permit or find out more, visit [https://www.firepermit.nz/](https://www.firepermit.nz/ACA/Default.aspx) | | | | | |

1. **Utilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.1 Toilets** | |  |  |  |  |
| Are the existing toilet facilities adequate? | | Yes |  | No |  |
|  | |  |  |  |  |
| If no, what temporary toilet facilities will the organiser provide on the day? | | | | | |
|  | Click or tap here to enter text. | | | | |
|  | | | | | |
| **5.2 Water** | |  |  |  |  |
| Are you supplying water at the event? | | Yes |  | No |  |
|  | |  |  |  |  |
| Detail water arrangements for the following and plot locations on the Site Map | | | | | |
|  | | | | | |
| Supply of water for personal hygiene: | | | | | |
|  | Click or tap here to enter text. | | | | |
|  | | | | | |
| Supply of water for fire-fighting purposes: | | | | | |
|  | Click or tap here to enter text. | | | | |
|  | | | | | |
| **5.3** **Waste Minimisation** | | | | | |
| I understand that the organiser is responsible for all event waste management on the day, and the post-event clean up.  I understand that if my event has over 1,000 attendees, I will need to submit an event waste management and minimisation plan and a post-event waste analysis report.  [www.kapiticoast.govt.nz/managing-event-waste](http://www.kapiticoast.govt.nz/managing-event-waste) | | | | | |

**6. Safety and emergency provisions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will you be providing security at your event? *(i.e. crowd control, security of property and vehicles)* |  |  |  |  |
| If **yes**, detail your arrangements below: |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have Public Liability Insurance? | Yes |  | No |  |
|  |  |  |  |  |
| Do you have an emergency management/health and safety plan? | Yes |  | No |  |
|  |  |  |  |  |
| Have you made First Aid arrangements | Yes |  | No |  |
| If yes, please provide details including company name & contact details: | | | | |
| Click or tap here to enter text. | | | | |
|  | | | | |
| Will you be providing security at your event? *(i.e. crowd control, security of property and vehicles)* | Yes |  | No |  |
| If yes, detail your arrangements below: |  |  |  |  |
| Click or tap here to enter text. | | | | |

**7. Further information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will you be providing security at your event? *(i.e. crowd control, security of property and vehicles)* |  |  |  |  |
| If **yes**, detail your arrangements below: |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you already spoken to or met with a Council staff member/s about this application? | | Yes | |  | No |  | |
| Name/s of staff member/s (if known) |  | |  | | | |
| Click or tap here to enter text. | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Have you held this event in the Kāpiti District before? | | | | Yes | | |  | No | |  |
|  | | | |  | |  |  | |  | | |
|  | | |  |  | | | | | | | |
| Event entry type: | Free | Koha/donation | | | Entry fee | | Ticketed | | | | |

Please use this section to let us know any other information that may be relevant to your event application:

|  |
| --- |
| Click or tap here to enter text. |

**8. Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will you be providing security at your event? *(i.e. crowd control, security of property and vehicles)* |  |  |  |  |
| If **yes**, detail your arrangements below: |  |  |  |  |

The information collected is to assist in the effective facilitation of your event. It may be distributed across Kāpiti Coast District Council departments and external agencies for this purpose.

The information supplied with this application is true and correct according to the best of the Applicant’s knowledge. The Applicant confirms they will agree to any conditions which Kāpiti Coast District Council may impose on the exercise of its approval of this application.

Lodging this form with Council does not constitute Council’s approval to the event as there may be permits, licences or consents that you will need to obtain from various Council departments in order to be able to run this event. The event organiser is responsible for the delivery and successful outcome of the event and for any liability associated with the event; this includes events held on Council property.

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Applicant’s Name | Applicant’s Signature |
| Date: Click or tap here to enter text. |  |

**For Council use only**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Does the event comply with the permitted activity rules & standards? |  |  |
| Duration |  |  |
| Hours of operation |  |  |
| Light spill and glare |  |  |
| Noise |  |  |
| Dust and Wind Blown Debris |  |  |
| Traffic |  |  |
| Waste and sanitation |  |  |
| Signs |  |  |

**Duty Planner’s Comments**

|  |
| --- |
| Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| To be distributed to the following teams for comment and approval: | **Yes** | **No** |
| Access and Transport |  |  |
| Environmental Health, Licensing and Compliance |  |  |
| Building |  |  |
| Parks and Recreation |  |  |
| Economic Development |  |  |
| Waste Minimisation |  |  |
| Other: Click or tap here to enter text. |  |  |
|  |  |  |
| Key Council contact person or team for this event: Click or tap here to enter text. | | |

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Planners Name | Planners Signature |
| Date: Click or tap here to enter text. |  |

**Checklist for Applicants**

To support your application, please attach relevant documentation (if known at the time of your application):

Site Plan

Your Site Plan should show the following (where applicable):

* The Site
* The area within the site to be used for the event
* Public roads & reserves adjoining the site
* Vehicle entry & exit points
* Location of parking on-site
* Location of any existing permanent buildings/structures
* Location of all temporary structures
* Location of drinking water supply
* Location of toilet facilities
* Location of waste stations
* Food stall locations
* Sale of alcohol locations
* Retail/merchandise locations
* First aid locations
* On-site information centre
* Event manager’s office/station
* Location of special effects
* Location of sources of noise/sound
* Location of areas to be fenced off
* Emergency service access
* Anything else essential to the event, eg, start & finish lines etc.

Event timetable and activities

Proof of Public Liability Insurance

Health & Safety Plan

☐ Emergency Management Plan

☐ Fire Report

Traffic Management Plan

Waste Management and Minimisation Plan

Map of locations and details of all signage

Copies of notices/communications with neighbours

Copies of advertising material

Noise assessment advice/report from an acoustics specialist

Copy of fire permit issued by FENZ

**Other Agencies**

Have you contacted the appropriate agencies?

Worksafe (you may have Health and Safety considerations)

Fire Service (you may require an Evacuation Scheme)

NZ Police

**DISTRICT PLAN RULES & STANDARDS – TEMPORARY EVENTS**

The following activities are permitted activities providing that the comply with all other corresponding permitted activity standards and all relevant rules and permitted activity standards in other chapters (unless otherwise specified). Most of these standards will only apply to temporary events that **are not** on land owned, vested or under control of Council.

See the [District Plan](https://www.kapiticoast.govt.nz/district-plan/) on our website for further information.

**Duration**

1. The occupation of a *site* for a *temporary event* (excluding setting up and pack down of any associated *structures* and *buildings* and restoration of the *site*) must not exceed a period of 3 consecutive days in total within any 12-month period.

**Hours of Operation**

2. *Temporary events* (including any setting up and packing down of *structures* associated with the event) must only occur between the hours of:

a) Mondays to Thursday (inclusive) – 7.00am to 10.00pm

b) Fridays and Saturdays – 7.00am to 11.00pm

c) Sundays – 8.30am to 10.00pm

**Light Spill and Glare**

3. All *temporary events* must comply with the light spill and glare rules as they apply to the *zone* in which the *temporary event* is located.

**Noise**

4. Sound testing for a *temporary event* must occur once only and must not exceed 1 hour in duration.

5. *Noise emission level*s must not exceed the following limits when measured at a point 1 metre from the most exposed side of *residential building,* or *building* for a *noise sensitive activity* on another *site*:

a) 75 dB LAeq(15 min) 85dB LAmax during the hours of 10am to 10pm; and

b) 50dB LAeq(15 min) 75dB LAmax during the hours of 10pm to 10am.

6. Outside the hours of the *temporary event*, the applicable noise limits in the *permitted activity* rules and standards in Section 12.4.3 of this Chapter for the *site* on which the *temporary event* is located shall apply.

7. Noise resulting from construction, maintenance or *demolition* work associated with the *temporary event* must be measured and assessed in accordance with NZS6803: 1999 Acoustics – Construction Noise.

8. A *Management Plan* must be submitted to the *Council* not less than 10 days prior to the commencement of the *temporary event* setting out the methods by which compliance with the above standards will be achieved. The *Management Plan* must:

a) set out the name, address and contact details of the Event Organiser

b) set out the location of the event

c) identify all potential noise sources and the means by which noise levels will be controlled to reasonable levels

d) identify affected *residential buildings* or *noise sensitive activities* located in the area and describe the method(s) for informing occupants of these *buildings* at least 10 working days prior to the commencement of the *temporary event* that noise will be experienced at levels in excess of the normally applicable District Plan noise limits

e) describe the proposed procedures for responding promptly to any noise complaints received including describing the method for recording the complaint, together with a description of the action to be taken to avoid or mitigate the *nuisance effects*.

**Dust and Wind Blown Debris**

9. All *temporary events* must be undertaken in a manner that avoids offensive or objectionable dust or other wind-blown debris at or beyond the *site boundary.*

**Traffic**

10. Traffic expected to be generated by the temporary eventmust not exceed 150 vehicle movementsin any one hour or 1,200 vehicle movements per day, whichever is greater.

Note: For the purposes of estimating vehicle movements under this standard, these vehicle movement thresholds equate up to 450 people attending the event in any hour or 3,600 people attending per day, whichever is greater, based on an assumption of 1 car per 6 people.

11. Parking for the event must be accommodated on the *site* of the *temporary event* or by other off-street arrangements.

**Waste and Sanitation**

12. All litter and *waste* materials associated with the event must be disposed of, reused or recycled by the event and must not be placed in public litter bins in the surrounding area.

13. All *waste* and other rubbish associated with the event must be collected and removed from the *site* in an appropriate manner within 48 hours of completion of the event.

Any *signs* pertaining to *temporary events* are required to comply with the *permitted activity* standards for *community purpose event/charity event signs* as set out in section 12.3 of the District Plan:

**Signs**

1. The total number of *signs* throughout the District in relation to one community purpose event/ charity event must not exceed 12.

2. There must be a maximum of 1 *sign* in relation to one community purpose event/charity event per *site*.

3. The total area of *community purpose event/charity event signs* on a *site* must not exceed 1.6m2.

4. *Signs* must not exceed 1.8 metres in *height* except for *signs* attached to a fence adjoining a *road boundary* where the *sign* must not protrude above the top of the fence line.

**Note:** In accordance with the ‘General *Permitted Activity* Standards for *signs* in all *zones*’ in Rule 12C.1.1, standard 1 (above) regarding the location of *signs* for a *community purpose event/charity event* is not restricted to the *site* of the activity/event. However, any signage located within *legal road*, *road* reserve, or other *Council*-owned land is required to obtain the written consent of the *Council* prior to any signage being erected.

5. *Signs* shall be erected and displayed only during the period beginning 30 days before the first day of the event and removed within 3 days of the conclusion of the event.

6. *Signs* must be restricted to text, symbols, logos and images/graphics that inform the general public of:

a) the name of the event (if relevant);

b) the business/company/individual/charity hosting or managing the event;

c) sponsors involved with supporting the event;

d) the days, dates and times of the event;

e) the activities, goods and services offered at the event; and

f) the website address for the event (if relevant).

7. *Signs* must not contain any contact numbers or email addresses.

**FOOD STALLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STALL DETAILS** | | | | |
| **Name of Operator** | **Type of food to be sold** | **Origin of Food**  **(*Registered Premises? If operator is registered outside of the Kāpiti District, please supply a current registration certificate)*** | **Charitable Organisation** | |
| **Yes** | **No** |
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