

# Reserve Event Notification Form



Reserve Event Notifications must be received by Waikato District Council 2 Months prior to the event

## Applicant's details

Club/Organisation/Group name: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Contact person:  
Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event details

Name of reserve or lake: \_\_\_\_\_  
Type of event: \_\_\_\_\_  
Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
Set up Date: \_\_\_\_\_ Pack down date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_  
Estimated number of participants: \_\_\_\_\_  
Estimated number of spectators: \_\_\_\_\_  
Will fees be charged for this event?  Yes \$ \_\_\_\_\_  No  
What is the purpose of your event: *i.e. Why are you holding it.*  
\_\_\_\_\_  
\_\_\_\_\_

Description of Activities: *Please attach a copy of your event programme, if applicable. If your event is part of a series, please list other event dates and venue.*  
\_\_\_\_\_  
\_\_\_\_\_

## Environmental Health (please tick all boxes applicable to your event)

**Food:** *Please write the quantity beside each category*  
 Food Vendors (registered) \_\_\_\_\_  Food Vendors (unregistered) \_\_\_\_\_  
 Caterers \_\_\_\_\_  BBQ or similar \_\_\_\_\_  
 Alcohol \_\_\_\_\_  None \_\_\_\_\_  
Trading: *(Sale or distribution of goods, flyers, services, collecting money etc.)*  Yes  No  
Portaloos: Will you be providing portaloos?  Yes How many? \_\_\_\_\_  No  
**Noise (Amplified)**  
 Live Band  Megaphones  PA System  
 DJ  Other (please describe)  None  
Start Time : \_\_\_\_\_ Finish Time: \_\_\_\_\_

## Waste Minimisation:

Do you expect waste to be generated by your event?  Yes  No  
If yes, identify any waste streams and how these will be diverted from landfill or recycled.  
 Glass \_\_\_\_\_  Plastic \_\_\_\_\_  
 Can / Tin \_\_\_\_\_  Paper / Cardboard \_\_\_\_\_  
 Food \_\_\_\_\_  Other \_\_\_\_\_

If you require assistance, please contact Pat Cronin at [pat.cronin@waidc.govt.nz](mailto:pat.cronin@waidc.govt.nz)

**Environmental Health may require further information in respect of the sale of food, noise, or the provision of sanitary facilities.**

**Reserve Utilities** (please tick all boxes applicable to your event)

- Lighting: Do you require lighting?  Yes  No
- Toilets: Do you require access to existing toilets?  Yes  No
- Keys: Do you require a key to access the reserve? (Bond applies)  Yes  No

If you require a key to access a reserve or lake, please fill out a Reserves and Key Bond Form. Please download this from our website, [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz).

**A deposit of \$100.00 or a specified bond amount is payable to Waikato District Council in advance of receiving the key.** Key deposits will be refunded after the reserve has been inspected and if the reserve/ lake is left in good order. Please allow 10 working days. Keys to be returned the next working day after the event. Penalty for late return of keys is \$21 per working day. (Please note a cheque or purchase order is not acceptable for the bond)

Unmanned Aerial Vehicles or Drones

- Will UAV's or drones be operating?  Yes  No

(please see relevant policy on our website - [General Policies Reserve Management Plan](#))

- Does your event include fireworks and/special effects?  Yes  No

If yes, please show that you have **sufficient public liability insurance** and that **work safe NZ is notified** of the firework display. You will also need to apply for a **test certificate** from the Test Certifiers of Pyrotechnics, who issue test certificates to hold a firework display.

**Building** (please tick all boxes applicable to your event)

Structures: (please write the quantity and dimensions beside each structure if applicable)

- Marquees / EZI-up Gazebo \_\_\_\_\_ Dimensions \_\_\_\_\_
- Stages \_\_\_\_\_ Dimensions \_\_\_\_\_
- Fencing \_\_\_\_\_  Table and Chairs \_\_\_\_\_
- Other (including signage and plan) \_\_\_\_\_  None

Amusement Devices:

- Inflatable (Must provide proof of meeting standard AS3533) Company being used: \_\_\_\_\_
- Other (Please state devices) \_\_\_\_\_ Company being used: \_\_\_\_\_  None

**Traffic Management and Parking** (please tick all boxes applicable to your event)

- Are you applying to close a road? (90 days' notice required)  Yes  No
- Does your event involve any activities on a road?  Yes  No

**If yes to any of the above, please provide a Traffic Management Plan signed by a qualified Temporary Traffic Management Planner (please see the [Code of Practice for Temporary Traffic Management](#) website for more information or upload a copy through <https://www.submitica.co.nz/> website)**

Name of the Traffic Management Provider: \_\_\_\_\_

Estimated number of vehicles: \_\_\_\_\_

Where are vehicles to be parked? \_\_\_\_\_

**General Information****Event Health and Safety**

The organiser is required to complete the health and safety Hazard Register for small events and may be requested to complete a health and safety plan for approval.

**Public Liability Insurance**

Waikato District Council may request the event organiser to obtain Public Liability Insurance. This will provide protection against claims for compensation in respect of unexpected and unintended personal injury or property damage for which they may be legally liable arising out of their business activities.

**Privacy Act 1993**

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

## EVENT RULES

1. Events must be held in a manner that allows maximum use of the reserve for the general public not taking part in the event.
2. All events must cease at midnight unless prior permission is granted by Waikato District Council.
3. All statutory requirements and bylaws must be adhered to e.g. District Plan or obtain Resource Consent if you cannot comply with the District Plan. Event organisers are responsible for the health and safety of participants and spectators.
4. Requests for use of Waikato District Council reserves for events must be received by the Waikato District Council no less than two months prior to the date of the planned event. Event applications received less than two months prior to the proposed event may be considered for approval at the discretion of the Waikato District Council.
5. If an event requires traffic management, an application must be received by Waikato District Council two months prior to the planned event. If a road closure is required an application must be received by Waikato District Council 90 days before the planned event. Traffic Management Plan must comply with the Code of Practice for Temporary Traffic Management. A Traffic Management Plan must be prepared by a qualified Site Traffic Management Supervisor (STMS) and must comply with the Code of Practice.
6. Event organisers are responsible for: security, traffic and parking management, noise control, toilet provision and rubbish collection at the applicant's expense. Any damage, security or call out fees incurred by the Waikato District Council will be charged to the applicant.
7. All event organisers must comply with District Plan noise standards. Any monitoring of noise levels by Waikato District Council staff or its agents during an event will be at the event organiser's expense.
8. A bond may be required at the discretion of Waikato District Council and the amount will be determined by the nature of the event. This bond will be returned if the reserve is left in the same condition it was before the event.
9. The applicant is required to notify Council within a minimum of 24 hours of any event cancellations.
10. Failure to comply with any of the above rules may impact upon future applications for use of reserves for events.
11. If you require use of a lake/harbour, please attach a copy of Waikato Regional Council's event authorisation form. Please call Waikato Regional Council on 0800 800 402 for further information.
12. If you require the use of Department of Conservation land, please contact DOC on 07 858 1000 for further information.
13. The Contact Person is responsible for the event, clean up, Health & Safety, costs incurred by the Council and Compliance with the conditions as well as bond (if applicable).

**Note 1:** Event Rules may be added in respect of this application by the Waikato District Council

**Note 2:** All public reserves can be used at any time by the general public, including during your event.

**Note 3:** The Environmental Health Section may require further detail information in relation to food premises, noise and sanitary facilities etc.

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 Waikato District Council may impose on the exercise of its grant of this application.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**► Please return this form, including the Health and Safety Declaration, including Hazard Register to:**

Waikato District Council, Service Delivery Team Administrator, Private Bag 544, Ngaruawahia 3742 or email [publicenquiries@waidc.govt.nz](mailto:publicenquiries@waidc.govt.nz). All enquiries to Customer Delivery team 0800 492 452.

### Office use only:

Team Administrator:	<input type="checkbox"/> Date Received: _____	Health and Safety:	<input type="checkbox"/> Sign: _____ Date: _____
Event authorized:	<input type="checkbox"/> Sign: _____ Date: _____	Consents:	<input type="checkbox"/> Sign: _____ Date: _____
TMP Officer:	<input type="checkbox"/> Sign: _____ Date: _____	Waste Minimisation:	<input type="checkbox"/> Sign: _____ Date: _____
Environmental Health:	<input type="checkbox"/> Sign: _____ Date: _____	Parks and Reserves Final sign off:	<input type="checkbox"/> Sign: _____ Date: _____
Building:	<input type="checkbox"/> Sign: _____ Date: _____	Reserve and Key Bond Amount:	\$ _____

# EVENT HEALTH AND SAFETY

## Guidelines for small events

It is strongly recommended that event organisers have:

1. A first aid kit and someone who knows how to use it.
2. A working mobile phone and with sufficient credit on it, with phone numbers readily available of who to ring in case of an emergency and knowledge of closest Accident and Emergency Clinic, fire brigade and police.
3. Briefed participants so that they bring suitable clothing in case the weather changes and sunscreen/hat to protect them from the sun.
4. A charged and appropriate fire extinguisher with current certification if there will be naked flames such as a gas BBQ. It is also recommended that a fire blanket should be provided.
5. Checked that gas bottles for BBQ's or outdoor heaters are certified, last date checked to be within 10 years.
6. Put the BBQ on an incombustible surface material so the grease does not fall on the original surface under the BBQ.
7. Organised enough adults so that children are closely supervised at all times.
8. Checked that the area that is being used for the event is free of any hazards during event pack-in, the event, and pack-out. Please refer to the attached hazard register that suggests potential common hazards that may occur and means of controlling them. Note that this list is not exhaustive, and it is the responsibility of the event

organiser to ensure that additional hazards are being identified and controlled accordingly.

9. Fully briefed all event officials on their roles and responsibilities.
10. Thoroughly briefed all participants who may be exposed to any hazards.
11. Take those with disabilities into consideration when planning their event e.g., toilets, parking, accessibility etc.
12. All cables/leads or other trip hazards are to be covered by appropriate matting.
13. Any mains or generator powered portable electrical equipment must be used in conjunction with an RCD (Residual Current Device)

Further to the guidelines above, event organizer shall note that:

14. Structures that require building consent are NOT allowed on site.
15. Alcohol is NOT allowed to be sold and supplied on site unless you have been granted a liquor license NB: All Reserves prohibit the consumption of alcohol between 10pm and 10am seven days a week.
16. Any ground penetration, e.g., pegs, Hangi will require permission from the asset owner.

If there is an incident during your event, please inform Waikato District Council on 0800 492 452.

## Guidelines for small events – Hazard Register

As the organiser of an event, you are required, under the Health and Safety in Employment Act, to take all practical steps to eliminate, isolate or minimize hazards in areas affected by and part of the event. To do this you will need to document and demonstrate what practical steps are being taken to fulfill your obligations.

Events with direct access to Waikato District Council premises should consider the consequences associated with the hazards on and around premises when developing their own hazard assessments and safety for an event.

**Hazard:** Any source of potential damage, harm or adverse health effects on something or someone under certain conditions.

**Identify:** All hazards should systematically be identified in areas affected by and part of the event.

**Eliminate:** Once hazards have been identified, organisers must take all practicable steps to eliminate significant hazards.

**Isolate:** Sometimes it is not possible to eliminate all significant hazards from the area. In this case they must be isolated. This means separating people from the hazard (eg a physical barrier).

**Minimise:** Sometimes it may not be possible to eliminate or isolate a hazard. Hazards that can't be eliminated or isolated must be minimized as much as possible (eg personal protective equipment).

**Control:** This includes the steps taken to eliminate, isolate, or minimise the hazard. If the hazard cannot be eliminated, a process needs to be in place to monitor the hazard control.

I declare that the information that I have provided to the Council concerning the size and nature of the event is true and accurate. If any significant changes to the event occur, I will inform the Council immediately. I understand I am responsible for the health and safety of people at the event. I will operate the event in accordance with the hazard management plan contained in the hazard register. I have read, understood, and agree to abide by the standard terms and conditions for the use of Council parks, reserves, squares or facilities for low-risk events.

Applicant's Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EVENT HEALTH AND SAFETY

### Guidelines for small events – Hazard Register

Here are some generic hazards and their controls

<b>Examples of hazards that maybe encountered at Parks and Reserves (including Beaches)</b>			
Hazard	Hazard Consequences	Eliminate (E) Isolate (I) Minimise (M)	Control
High Winds	Falling Trees / branches	E	Cancel or delay event.
UV exposure Dehydration	Sun Burn Heat Stroke	M M	Promote the use of sun screen. Provide Water.
Heavy Rain	Slip Hazards	E  M	Cancel or delay event.  Identify slippery area and use matting etc to prevent slipping
<b>Examples of hazards that maybe encountered at Venues (indoors)</b>			
Electrical Cables	Tripping Hazards	M	Electrical cables to be covered or laid away from traffic areas.
Wet Floor	Slip Hazards	I  M	Where required, use barrier isolate the area.  Keep floor cleaning to a minimum during event.
<b>Examples of hazards that maybe encountered as General / Additional Hazards</b>			
Manual handling (eg lifting, bending)	Sprains, strains, pain discomfort	M	Reduce or split loads to manageable weight/size. Ask for Assistance.
Unruly members of the public	Vandalism, violence	M	Remain calm and avoid confrontation with intruders. Encourage them to leave the site and call Police if the situation gets out of control.

