SCHEDULE 1- pERMIT aPPLICATION - aPPLICANT TO COMPLETE

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| EVENT ORGANISER INFORMATION |
| Applicant Name: | Click here to enter details |
| Company/Organisation: | Click here to enter details |
| Address: | Click here to enter details |
| Phone Number: | Click here to enter details |
| Email: | Click here to enter details |
| Alternative Contact Details | Click here to enter details |

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| EVENT DETAILS |
| Event Name: | Click here to enter details |
| Description of your proposed event: | Click here to enter details |
| Event Scheduling | Start Date/Time:Click here to enter details | Finish Date/Time:Click here to enter details |
| *Please include the time required for set-up* | *Please include the time required for pack-out/clean-up* |
| Event Postponement:  | Start Date/Time:Click here to enter details | Finish Date/Time: Click here to enter details |
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| EVENT LOCATION: |
| Has a Site Plan been developed for your event? | [ ]  YES- *please submit a copy of your Site Plan with your application.*  | *Note: The Site Plan must clearly show the following:* * *The geographic location covered by your event including all QLDC reserves, facilities, road reserves, waterways, private and conservation land being impacted*
* *Location, orientation and size of any stages temporary structures, fencing and barrier locations, marquees, stalls or shade structures*
* *Pick-up and drop-off areas for parking*
* *Toilets, including numbers*
* *Signage, including type, location and number*
* *Generators or electrical equipment locations*
* *Rubbish bin locations*
* *Food or drink stalls*
* *Location of any Entertainment / amusement devices.*
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| Do you have an alternate “Plan B” for your event? | [ ]  NO [ ]  YES - *please describe your Plan B below or submit as a separate document with your application.* | *Note: If your event is dependent on good weather conditions then it is strongly recommended that you have a Plan B for relocating your event or changing its scope and scale in response to bad-weather conditions.* |
| Click here to enter text |
| Does your event involve a competition course?  | [ ]  NO [ ]  YES- *please submit a copy of your Course Map with your application.* | *Note: A course map needs to clearly show the route your completion will take including start and finish, assembly points, any obstacles, any viewing areas/structure etc.*  |
| Click here to enter text |
| Will your event be located on a QLDC Reserve or Park? | [ ]  NO [ ]  YES -*please list the Reserve/ Parks that you wish to use below.* *Note: You will need to complete Section* [*2.2 Permission to Use QLDC Reserves*](#_Permission_to_Use)  | *Note: The granting of this Event Permit confirms approval to use the Reserve in accordance with sections 53-61A (as applicable) of the Reserves Act 1977. Please see Section 5.11-14 for the Terms & Conditions associated with granting approval for the temporary occupancy of a QLDC Reserve* |
| Click here to enter text |
| Will your event occupy a QLDC Road Reserve? | [ ]  NO [ ]  YES- *please provide details below of any road reserves that will be impacted e.g. roads, footpaths, roadside berms. Copies of any approved License to Occupy (LTO) should be submitted with your application* | *Note: A License to Occupy a Road Reserve needs to be obtained if your event will impact/encroach upon a Road Reserve. The application form for a LTO can be found using link below.* [*https://www.qldc.govt.nz/assets/Uploads/Forms/Resource-Consents/Consent-Process/QLDC-License-to-Occupy-Application.pdf*](https://www.qldc.govt.nz/assets/Uploads/Forms/Resource-Consents/Consent-Process/QLDC-License-to-Occupy-Application.pdf) |
| Click here to enter text |
| Will your event occur on Public Conservation (e.g DOC) land? | [ ]  NO [ ]  YES- *please provide details of any concessions, permits or approval letters that have been obtained from DOC or LINZ. Copies of these approvals should be submitted with your application* | *Note: A concession, permit or letter of approval is required before you can run an event on public conservation land. These can be applied for from the* [*DOC website*](https://www.doc.govt.nz/get-involved/apply-for-permits/apply-for-a-permit/) *or* [*LINZ website*](https://www.linz.govt.nz/crown-property/crown-pastoral-land/applying-for-pastoral-consents)*. The granting of this QLDC permit in no way infers permission to access public land administered by another authority* |
| Click here to enter text |
| Will your event occur on Private land[[1]](#footnote-1)? | [ ]  NO [ ]  YES- *please provide name of landowner(s) who will provide their approval below. Copies of any approvals should be submitted with your application.* | *Note: The granting of this QLDC permit in no way infers permission to access private land administered by another owner. Evidence that private landowners approve of the use of their land for your event must be submitted. Temporary events may also require a Resource Consent, depending on the location and nature of the activity. Please check with the QLDC Planning Team for further information on whether Resource Consent will be required.* |
| Click here to enter text |
| Will you be notifying any neighbours or interested parties about your event? | [ ]  NO [ ]  YES- *please provide details of how interested parties will be notified.* | *Note: Interested parties could relate to neighbours, businesses or any community groups who are in close proximity to where your event will be run.*  |
| Click here to enter text |
| Will your event occur on Lakes, Waterways or Foreshores? | [ ]  NO [ ]  YES- *please provide details of which waters and foreshore will be affected below. Copies of any Harbourmaster approvals & Water Safety Plans should be submitted with your application.*  | *Note: Approval from the Harbourmaster for Special Events on navigable waters and foreshore within the Queenstown Lakes District is required in accordance with the Navigation Safety Bylaw 2018. A Water Safety plan is required as part of this approval.*  |
| Click here to enter text |
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| Permission to Use QLDC ReserveS  |
| Has the specific area of the QLDC Reserve that you wish to use been clearly marked on your site plan? | [ ]  N/A [ ]  YES | *Note: The area of the reserve that you wish to occupy is referred to as the Permitted Area. This area must be clearly shown on your Site plan so that the Parks and Reserves Teams can evaluate what impact your event will have on the use of the reserve and whether it conflicts with any reserve management requirements.* |
| What is the maximum number of people who will use the Permitted Area?  | Click here to enter text | *Note: This estimate must include all staff, volunteers, competitors, attendees etc. and may be different to the number of attendees for the overall event.* |
| Are there any Reserve access requirements for your event? | [ ]  NO [ ]  YES- *please provide details of your access requirements below:*  | *Note: Access requirements may include the opening of any gates, use of formal accessways or establishment of temporary accessway to support setup and pack-out.* |
| Click here to enter text |
| Are there any Reserve Facilities that will be used during your event? | [ ]  NO [ ]  YES- *please provide details of the reserve facilities that you wish to use:*  | *Note: Reserve facilities could include such things as public toilets, band rotundas etc.* |
| Click here to enter text |

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| HeaLth & Safety |
| Has a Health & Safety Plan been developed for your event? | [ ] YES- *A Health & Safety Plan must be submitted as part of your permit application.*  | *Note: Responsibility for the Health & Safety of all contractors, volunteers and attendees of an event resides with the Event Organiser. An effective and event specific (i.e. not generic) Health & Safety Plan is a critical element of this. For Major Events it is recommended that you utilise a professional consultancy to support your plan development and to have it independently audited. For Small to Medium scale events you can utilise the templates on the QLDC website to support you to develop your plan.* |
| Click here to enter text |
| Is there a Security Plan for your event? | [ ]  NO [ ]  YES- *please provide details of your Security Plan below or submit as an attachment with your application* | *Note: For high risk events that involve a significant number of attendees and/or the use of Alcohol a Security Company should be hired. The Security company can support you to design the Security Plan for your event to ensure all attendees remain safe. The security plan may be a part of your Health & Safety plan.* |
| Click here to enter text |
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| QLDC Community Venue Hire Agreement |
| Will you be hiring a QLDC Community Venue for your event? | [ ]  NO [ ]  YES- *please provide the name of the Community Venue below. A copy of the signed Hire Agreement should be submitted with your application* | *Note: A Community Venue Hire Agreement will need to be obtained from the QLDC Venue team before this permit can be issued. The signing of the Hire Agreement confirms that you have the right to use this venue to support the running of your event*  |
| Click here to enter text |
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| Waste Management |
| Is there a Toilet and Trade waste plan for your event? | [ ]  NO [ ] YES- *please provide details of your Toilet & Trade Waste Plan below or submit as an attachment with your application* | *Note: Guidance on when a toilet and trade waste plan is required, and what it looks like can be found here:* [*https://www.qldc.govt.nz/events-and-recreation/events/event-toolkit/toilets-and-trade-waste/*](https://www.qldc.govt.nz/events-and-recreation/events/event-toolkit/toilets-and-trade-waste/) |
| Click here to enter text |
| Is there a Waste Minimisation & Management and Plan for your event? | [ ]  NO [ ]  YES- *please provide details of your Waste Management Plan below or submit as an attachment with your application* | *Note: The Event Organiser must consider the waste implications of the Event and must abide by the requirements of the QLDC Waste Minimisation & Management Plan to minimise waste and encourage recycling as part of the QLDC Zero Waste strategy.* |
| Click here to enter text |
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| TRAFFIC MANAGEMENT |
| Is there a Parking Plan for your event? | [ ]  NO [ ] YES- *please provide details of your Parking Plan below or submit as an attachment with your application.* | *Note: A parking plan is required when you are likely to require a higher number of carparks than would normally be required at the location of your event. Temporary Parking Permits to allow parking in areas to support your event can be applied for at:* [*https://www.qldc.govt.nz/services/parking/permits-and-schemes/*](https://www.qldc.govt.nz/services/parking/permits-and-schemes/) |
| Click here to enter text |
| Is there a Traffic Management Plan (TMP) for your event? | [ ]  NO [ ]  YES- *please submit a copy of your approved Traffic Management Plan with your application*  | *Note: A TMP is required for any events that varies the normal operating conditions of a road. The TMP outlines who will be the Site Traffic Management Supervisor (STMS) and how the temporary traffic conditions caused by your event will be managed. The TMP must be approved by a QLDC Road Corridor Engineer. For further guidance please see:* [*NZTA- Guidelines for temporary traffic management at events.pdf*](https://www.nzta.govt.nz/assets/resources/code-temp-traffic-management/docs/Section-I-3-Events-copttm-4th-ed-sep-2016.pdf) |
| Click here to enter text |
| Will your event require a Temporary Road closure? | [ ]  NO [ ] YES- *please provide details below of any road(s) that will require closure. Copies of the approved Application for Temporary Road Closure and any supporting documents should be submitted with your application.* | *Note: An application for a Temporary Road Closure must be submitted and approved by a QLDC Road Corridor Engineer. For further guidance please see:* [*https://www.qldc.govt.nz/events-and-recreation/events/event-toolkit/traffic-management-and-road-closures/*](https://www.qldc.govt.nz/events-and-recreation/events/event-toolkit/traffic-management-and-road-closures/) |
| Click here to enter text |
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| EVENT Signage, Stuctures & Equipment |
| Will there be signage erected for your event? | [ ]  NO [ ]  YES- *please provide details below or submit as a separate document with your application. You should also clearly indicate the intended location for these items on your submitted Site Plan.* | *Note: Temporary event signs may also require a Resource Consent, depending on the location and nature of the activity. Please check with the QLDC Planning Team for further information on whether Resource Consent will be required.* |
| Click here to enter text |
| Will there be furniture, equipment or vehicles setup at your event? | [ ]  NO [ ]  YES- *please provide details below. You should also clearly indicate the intended location for these items on your submitted Site Plan.* | *Note: The setup of these items will be conditional on the special conditions listed in Schedule 2 and general conditions listed in Section 5.17.* |
| Click here to enter text  |
| Will there be significant temporary structures setup at your event that require building consent or engineering certification? | [ ]  NO [ ]  YES- *please provide details below. You must also clearly indicate the location, orientation and size of these temporary structures on your submitted Site Plan.* | *Note: A significant temporary structure relates to such things as large marquees, tents, lighting towers, music stages, large mechanical structure etc. Engineering Certification or a Building Consent may be required for certain temporary structures. For temporary events a Building Consent exemption may be possible and the application form can be found here:* [*https://www.qldc.govt.nz/planning/building/building-services/what-building-work-is-exempt-no-building-consent-required/how-to-apply-for-discretionary-exemption/*](https://www.qldc.govt.nz/planning/building/building-services/what-building-work-is-exempt-no-building-consent-required/how-to-apply-for-discretionary-exemption/) |
| Click here to enter text |
| Will there be Amplified Sound, music, vocals or similar noise at your event? | [ ]  NO [ ]  YES- *please provide details below:*  | *Note: A Resource Consent may be required when night-time noise limits of the relevant zone are in effect. Please check with the QLDC Planning Team for further information on whether Resource Consent will be required.*  |
| Click here to enter text |
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| FOOD & ALCOHOL |
| Will Food be provided at your Event? | [ ]  NO [ ]  YES- *please provide details of what food will be served at your event and how it will be safely managed:*  | *Note: As an event organiser you have responsibility to make sure that all food at your event is suitable and safe to use. If you are unsure of yoru responsibiltiies pelase contact the QLDC Environmental Health team.*  |
| Click here to enter text |
| Will you have commercial food vendors at your event? | [ ]  NO [ ]  YES- *please provide details of your commercial vendors below. Alternatively you can provide these details in a seprate attachment with your application.*  | *Note: Event organisers must provide a list of food vendors working at their event, and include the following information:** *Specify whether food vendors are commercially registered, community food vendors or a ‘once a year’ food vendors*
* *All food vendor contact details*
* *Commercial food operator registration details.*
 |
| Click here to enter text |
| Will your event require a supply of drinking/potable water? | [ ]  NO [ ]  YES- *please provide details of how you will provide this supply. If you are not offering commercially bottled water or an onsite reticulated water supply it then needs to be provided by a registered water supplier. Please provide details of your plan below or in separate attachment with your application.*  | *Note: Event organisers must provide a safe supply of potable water for event participants, volunteers and contractors. If you are offering drinking water that is not commercially bottled or from an onsite reticulated supply, it needs to be provided by a registered water supplier. For further information on these requirements please contact the* [*SDHB Drinking Water Assessor*](https://www.southernhealth.nz/getting-help-you-need/public-health/environmental-health/safe-drinking-water) |
| Click here to enter text |
| Will Alcohol be served at your Event? | [ ]  NO [ ] YES- *If yes, it is likely that you will be required to apply for a special licence. Please contact the alcohol licensing inspector on 03 441 0499 or* *alcoholinspectors@qldc.govt.nz**.*  | *Note: In accordance with the* [*Sale and Supply of Alcohol Act 2012*](http://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html?src=qs)*,  all special licence applications must be lodged at least 20 working days before the day of the event.**For further guidance please see:* [*https://www.qldc.govt.nz/services/alcohol-licensing/alcohol-licences/*](https://www.qldc.govt.nz/services/alcohol-licensing/alcohol-licences/) |
| Click here to enter text |
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|  ADDITIONAL PERMITS |
| Does your event require a Resource Consent? | [ ]  NO [ ]  YES- *please provide reference to your Resource Consent number below.*  | *Note: While a range of temporary events are permitted under Chapters 31 and 35, there are also a number of permitted activity standards that must be met.**You should always check with a QLDC Event Officer or Duty Planner if you are unsure. We recommend seeking advice at least 12 weeks before your event is due*  |
|  Click here to enter text |
| Will your event involve amusement devices?  | [ ]  NO [ ] YES- *please provide details of what amusement devices will be at your event or submit as an attachment with your application.*  | *Note: An amusement device is any mechanically powered unit that is used for rider entertainment e.g. Merry go rounds, Ferris wheels, bumper boats, bumper cars, indoor go-karts operations, mini bikes/all - terrain vehicles etc. Before a registered device is operated the owner of the amusement device must obtain a permit from the Local Authority to operate the device. For further information please see:* [*https://www.qldc.govt.nz/services/permits/amusement-devices/*](https://www.qldc.govt.nz/services/permits/amusement-devices/) |
| Click here to enter text |
| Will your event involve any camping requirements? | [ ]  NO [ ]  YES- *please provide details of your camping requirements below.* *If you have obtained a discretionary exemption to camp in a prohibited area please submit a copy with your application.**If you are charging people to camp you may need to submit your approved Application for Registration of a Camping Ground.* | *Note: As part of the QLDC Freedom Camping Bylaw there are prohibited areas where Freedom Camping is not allowed. If your event requires limited on-site camping in a prohibited area then a discretionary consent may be requested by emailing* *Services@qldc.govt.nz* *.**If you event involves charging attendees to camp on-site then you may need to register as a Camping Ground. If this is the case you will need to provide details of your camp plan, numbers of campers, facilities and toilet provisions, waste management and water supply. Please see the* [*QLDC website*](https://www.qldc.govt.nz/services/environmental-health/camping-grounds/) *or contact the Environmental Health team for further information*  |
| Click here to enter text |
| Will your event require a fire permit?  | [ ]  NO [ ]  YES- *please provide details of your fire permit below.*  | *Note: If your event will involve the lighting of fires then you may require a Fire Permit. To check and apply please use the following link:* [*https://www.firepermit.nz/ACA/Default.aspx*](https://www.firepermit.nz/ACA/Default.aspx) |
| Click here to enter text |
| Will your event involve an outdoor pyrotechnics or fireworks display?  | [ ]  NO [ ]  YES- *please provide details of your outdoor pyrotechnic certification requirements below.* *Copies of supporting documents should be submitted with your application.* | *Note: If you are holding an outdoor pyrotechnic display, you need to have an outdoor pyrotechnic display compliance certificate for the event. For further information please see* [*https://worksafe.govt.nz/topic-and-industry/hazardous-substances/certification-authorisation-approvals-and-licensing/outdoor-pyrotechnic-display-compliance-certificates/*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/certification-authorisation-approvals-and-licensing/outdoor-pyrotechnic-display-compliance-certificates/) |
| Click here to enter text |
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| ADDITONAL CONSIDERATIONS  |
| Do you have Public Liability Insurance?  | [ ]  NO [ ]  YES- *please confirm details of your insurance provider and the sum of Public Liability insurance cover.**Copies of your Public Liability Insurance Certificate should be submitted with your application* | *Note: Property Insurance cover exists for major damage to Council assets however this has a significant excess that the Event Organiser will be liable for (see Section 5.21). Public Liability insurance for damage to 3rd party assets (e.g damage casued to neighbouring properties) is also provided to all non-commercial Event organisers who hire a council facility. All commercial applicants are required to have a minimum level of Public Liability insurance (see Section 5.22).* |
| Click here to enter text |
| Have Smokefree considerations been considered as part of your event? | [ ]  NO [ ]  YES- *please provide details below or submit as an attachment with your application* | *Note: QLDC is is committed to a encouraging events to be smokefree environments help support the health and wellbeing of our families and whanau.*  |
| Click here to enter text |
| Will your event be accessible to disabled people as either a participant, spectator or employee?  | [ ]  NO [ ]  YES- *please provide details below of your accessibility actions or submit as an attachment with your application* | *Note: Please refer to the QLDC Disability Policy for guidance on the range of actions that can be implemented to remove barriers to participation for disabled people living in or visiting our community* |
| Click here to enter text |
| Will your event involve helicopter landings? | [ ]  NO [ ]  YES- *please provide details below or submit the details in an attachment with your application* | *Note: Approval for a restricted number of helicopter landings can be granted by the QLDC Regulatory team for events.*  |
| Click here to enter text |

sCHEDULE 2- pERMIT CONDITIONS AND APPROVAL - COUNCIL TO COMPLETE

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| DECISION ON PERMIT APPLICATION - COUNCIL USE ONLY |
| Event Permit Number | Click here to enter text |
| Event Classification | [ ]  HIGH | [ ]  MEDIUM | [ ]  LOW  |
| Permit Documentation Reviewed by: | Click here to enter text |
| Documentation Decision: | [ ]  Approved on Click to enter a date [ ]  Rejected- Further information required |
| Comments: | Click here to enter text |

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| RESERVE PERMISSION: SPECIAL CONDITIONS THAT MUST BE SATISFIED |
| Your event must comply with the following conditions: |
| Click here to enter text |

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| EVENT PERMISSION: SPECIAL CONDITIONS THAT MUST BE SATISFIED  |
| Your event must comply with the following conditions: |
| Click here to enter text |

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| MONITORING REQUIREMENTS |
| The following monitoring requirements will be associated with your Reserve and/ or Event Permit: |
| Click here to enter text |
| FEES |
| Fee | $  |
| Bond | $  |

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| PERMIT GRANTING SIGN-OFF |
| QLDC Sign-off (on behalf of the Council) | ­­­Name: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: Date: Click to enter a date |
| QLDC Sign-off (on behalf of the Council) | ­­­Name: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: Date: Click to enter a date |
| QLDC Sign-off (on behalf of the Council) | ­­­Name: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: Date: Click to enter a date |
| QLDC Executive Sign-off (on behalf of the Council for Major Events only) | ­­­Name: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role: ­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: Date: Click to enter a date |

# Definitions

* **“Business Day:**  any day excluding Saturdays, Sundays and statutory public holidays in Queenstown Lakes District
* **“Bylaw”:** means the Activities in Public Places Bylaw 2016 adopted by the Queenstown Lakes District Council.
* **“Council”:** the Queenstown Lakes District Council
* **“Event”**: means an organised, temporary activity that takes place on one or more days including a market, pop-up stall, parade, protest, wedding, private function (which is independent of premises), festival, concert, celebration, multi-venue sports event of a significant scale, fun run, marathon, duathlon or triathlon. For the purposes of this bylaw an indoor performance, indoor private function, tasting and sampling activity giveaway, sports practice or training is not an event.
* **“Event Facilitator”:** the Council representative who is the Event Organiser’s point of contact at the Council
* **“Event Organiser”:** the person, business, company or organisation named as the Event Organiser in the Application Form. It includes its Personnel, successors, and permitted assignees
* **“Event Permission”:** the official approval granted by the Council under Part 3 of the Activities in Public Places Bylaw 2016[[2]](#footnote-2)
* **“Reserve Permission”:** the official approval granted by the Council under section 54(1)(d) of the Reserves Act 1977 [or section 56(1)(b) in the case of a scenic reserve]
* **“Property Manager”:** the Council representative who will be point of contact for all questions, issues and approvals associated with the management of the reserve or community venue
* **“Site”:** the area of land administered, owned or controlled by Council where the Event is to be held, including but not limited to parks, reserves, squares or streets (or part thereof)
* **“Special Conditions”:** any special conditions that apply to the Event, as determined by Council and contained in the formal approval letter issued by Council to the Event Organiser

# Terms and Conditions

1. **Event Permission:** An Event Organiser must not cause or allow an event to occur in a public place, without first obtaining an Event Permit granted from the Council under Part 3 of the **Activities in Public Places Bylaw 2016**[[3]](#footnote-3)**.**
2. **Event Trading:** A person must not undertake any trading activity (including a temporary food or temporary drinks outlet) in connection with an event held in a public place unless the event is authorised by an Event Permit granted under Part 3 of the bylaw, or the event does not require permission.
3. **Conditions for Event Permission:** An Event Organiser must ensure that the event does not breach the conditions of the event permit including, but not limited to:
	1. the designated times of operation (hours and days) including limitations on the hours of set up and pack down;
	2. the duration of the permission;
	3. the location of the activity, taking into account the surrounding land uses and street layout and the minimum clear widths of footpaths required for pedestrian access;
	4. a requirement that the activity is not located in a public place in a way that it is likely to cause a nuisance, unreasonable obstruction or hazard to pedestrian and vehicle access;
	5. that a continuous accessible path of travel is provided for;
	6. requiring compliance with a traffic management plan and/or any waste management and minimisation plan;
	7. specifications on the use of any furniture, structures, equipment, vehicles and other items associated with the activity;
	8. safety, health and hygiene requirements;
	9. the requirement for public liability insurance;
	10. restrictions on the use of amplified music/sound; and
	11. requiring compliance with relevant Council policies and plans.
4. **Licences & Consents:** Prior to the granting of this Event Permit, the Event Organiser must, at the Event Organiser’s expense, obtain all licences, permits and consents that are required to support land/water use approvals and the safety and regulatory compliance of the Event. The Event Organiser shall provide Council with copies of these documents as part of the Event Permit application (section 3). When granted this Event Permit provides a formal acknowledgement from Council that the Event Organiser has satisfied all foreseen regulatory requirements that are associated with their Event. If the Event Organiser fails to satisfy these requirements, then the processing of the Event Permit shall be paused until such time as the Event Organiser obtains all applicable consents, licences or permits.
5. **Special Conditions:** The Event Organiser agrees to comply with all Special Conditions and Monitoring Requirements that are detailed in Scehdule 2 of this Permit.
6. **Non Transferable:** This Permit is not transferable and only grants permission for the Event terms in Schedule 1, subject to the conditions and requirements in Schedule 2.
7. **Event Permit Documentation:** An Event Organiser must ensure that the approved Event Permit is either displayed during the event or can be produced when requested to do so by an Enforcement Officer or Property Manager. Proof of identity may be required of the Event Organiser (or delegate) who is asked to produce the Permit. Final copies of all supporting documents including, but not limited to, Site Plan, Health & Safety Plan, Traffic Management Plan, License to Occupy, Facility Hire Agreement etc. should also be held on site for the duration of the event, including pack-in and pack-out.
8. **Suspension**: The Event Organiser shall comply with all reasonable instructions given by Council or the Property Manager at any time. If the Council is not satisfied that the Event Organiser is complying with its obligations then it may temporarily suspend this Permit for such period of time until Council decides that the Event Organiser is complying with its obligations. The Event Organiser shall cease all activities during any period of suspension.
9. **Cancellation:** If the Event is cancelled by the Event Organiser, the Event Organiser must notify the Event Facilitator and Property Manager as soon as possible.
10. **Enforcement:** The Event Organiser must comply immediately with a direction from an Enforcement Officer. If an Enforcement Officer has reasonable grounds to believe that permission has been breached, or the event is causing a nuisance in a public place, or it is necessary to protect public health and safety, the Enforcement Officer may:
	1. direct that the Event Organiser comply with any relevant condition of the Event Permit or to take action to prevent the nuisance from continuing or to protect public health and safety;
	2. revoke the Event Permit if the event organiser does not comply with the enforcement officer's direction in (a), within a reasonable period of time; and
	3. issue a direction requiring the event organiser to close down the event if the permission is revoked under (b).
11. **Permission to use QLDC Parks and Reserves:** The granting of this Event Permit grants approval for temporary occupancy of the QLDC Reserve described in Schedule 1 in accordance with section 54(1)(d) of the Reserves Act 1977[[4]](#footnote-4) [or section 56(1)(b) in the case of a scenic reserve]. This temporary occupancy is subject to the restrictions set out in the Reserves Act 1977, the event terms listed in Schedule 1 and the special conditions and monitoring requirements detailed in Schedule 2 of this permit.
12. **Permitted Area:** The Event Organiser shall only be entitled to occupy the Permitted Area detailed in Schedule 1 and shall not be permitted to occupy any other part of the Reserve.The use of the Permitted Area shall be restricted to the special conditions and monitoring requirements detailed in Schedule 2 of this permit. Where the Property Manager deems it necessary, the Event Organiser shall provide free-standing barriers, fencing, or similar to help cordon the Permitted Area.
13. **Changes to Permitted Area:** The Event Organiser shall immediately inform the Event Facilitator and Property Manager of any proposed changes to the use of the Permitted Area. Council retains the right to revoke this Permit should the notified changes result in substantial alteration (in the opinion of the Council) to the conditions under which the permit was granted.
14. **Access to Public:** All QLDC Reserves, Road Reserves and Community Facilities remains public property at all times, unless otherwise approved by Council. The Event Organiser must ensure that:
	1. Access and egress for residents, businesses and emergency vehicles is available to and from the event site at all times;
	2. The public is not unduly inconvenienced;
	3. Public and private access ways are kept clear at all times.
	4. No vehicles are permitted on grass areas on the Site unless prior written permission is obtained within the Event Permit.
15. **Health and Safety- General:** The Event Organiser shall ensure that all persons associated with the Event (e.g. contractors, volunteers, attendees etc.) comply with the Health and Safety at Work Act 2015 (HSWA) or any legislation passed in substitution of that Act. The Event Organiser must submit a Health and Safety Plan for their event and they are responsible for ensuring compliance with this plan during the term of this Permit. Council reserves the right to conduct an audit during the term of this Permit to ensure compliance with the HSWA and the requirements detailed within the submitted Health & Safety plan.
16. **Health and Safety- Permitted Areas of Reserves:** The Council considers the Event Organiser to be in control of the Permitted Area during the term of this Permit and the Event Organiser shall take all practical steps to prevent any harm occurring. Hazards may be present in the Permitted Area or may arise as a result of the Event activities on the Permitted Area which need to be communicated to all persons and be documented in the Health & Safety Plan. The event organiser must inform QLDC of any Notifable Events or serious incidents, (including security incidents such as brawsl or threats etc.) as well as any associated damage to QLDC property.
17. **Equipment & Structures:** Where expressly agreed under this permit, the Event Organiser may set-up equipment and temporary structures on QLDC Reserves provided it is complies with the Special Conditions listed in Schedule 2. This may involve the weighted down of temporary structures (e.g. tents, marquees) with sandbags or similar securing methods that do not require penetration into the land.
18. **Clean-up and Waste Minimisation:** The Event Organiser must ensure that the Site and any surrounding areas are in a clean and tidy condition, including surrounding streets before, during and after the Event. The removal and disposal of all rubbish, recycling and organics must take place immediately after the Event to an appropriate facility. If the Event Organiser fails to collect and dispose of all rubbish and litter by the expiry of this Permit then the Council shall be entitled to have the rubbish and litter removed and the cost of removal is to be borne by the Event Organiser, either by deduction from the Bond or a direct payment invoice
19. **Damage**: The Event Organiser shall be responsible for any damage done to the Council assets such as venue facilities, BBQ areas, toilet blocks, trees, shrubs, turf, play equipment, seating, picnic tables and flower beds. For major damage that requires an insurance claim the Event Organiser shall be liable for the excess (see Section 5.22. For minor damage that does not require an insurance claimi the Event Organiser shall be responsible for completing all repairs at its cost. If the damage is not repaired to the satisfaction of the Property Manager and no acceptable reason for the delay in effecting such repairs is given by the Event Organiser, the Property Manager will arrange for repairs to be carried out at the expense of the Event Organiser and the full Bond will be forfeited to the Council to cover the costs of those repairs. If the Bond is insufficient to cover the cost of the repairs the Event Organiser shall be invoice for the balance.
20. **Indemnity**: Council shall have no liability whatsoever for the actions of the Event Organiser pursuant to the granting of this Permit. The Council shall be indemnified against all actions, suits, claims, demands, proceedings, losses, damages, compensatory sums of money, costs, charges and expenses associated to or resulting from the actions of the Event Organiser. The Event Organiser shall keep the Council indemnified in respect of:
	* + 1. the negligent or careless use or misuse by the Event Organiser or persons under the control of the Event Organiser;
			2. any accident or damage to property or any person arising from any occurrence in or near the event wholly or in part by reason of any act or omission by the Event Organiser or persons under the control of the Event Organiser; and
			3. anything otherwise arising directly or indirectly from the running of the event
21. **Insurance**- **Property**: All Council assets are covered by property insurance with a $10,000 excess for a single claim. If an insurance claim results from actions of the Event Organiser they shall be liable for payment of this excess through forfeiture of bond, and/or direct payment invoice.
22. **Insurance- Public Liability** : All commercial Event Organiser (i.e those who operate under a business entity) shall obtain Public Liability Insurance (inclusive of exemplary and pecuniary damages) to the sum of $5,000,000.00 or greater for any one accident, to support the indeminity of Council from 3rd party damages. A copy of your Certificate of Insurance shall be provided and approved by Council prior to this Permit being granted. Non-commercial Event Organisers (e.g. private, volunteer, sporting groups or community associations) who hire a council venue are exempt from this requirement as they are endorsed under the Council’s Hall Hirer Liability insurance cover.
23. **Regulatory function**: Nothing in this Permit shall be read as limiting or otherwise affecting the proper and valid undertaking or exercise of any regulatory or statutory power or function by the Council or any part of its operations.
24. **Fees and Charges:** The Event Organiser is responsible for payment of any and all fees, charges and/or service and supply charges associated with the Event, as advised by Council. The Event cannot proceed unless all applicable charges have been paid.
25. **Bond:** The Event Organiser may be required to provide Council with a bond prior to the Event. The amount of the bond will be determined by Council, in its absolute discretion. A bond is in addition to any other fees or charges payable in relation to the Event. If the Event Organiser breaches or fails to properly perform its obligations under these terms and conditions or any Special Conditions, the bond will be forfeited and Council may use the bond to cover any costs associated with the breach or failure, repair of any damage and/or additional cleaning required following the Event. If such costs are greater than the bond taken, Council will on charge the costs to the Event Organiser.
26. **Request for review of decision:** The Event Organiser may request in writing for the Council to review its decision under the Bylaw to decline an application for a Permit, or to impose conditions in relation to the Permit, or to revoke the Permit. The Council has a discretion to review its decision and to either confirm its decision, amend the conditions in relation to the Permit, or issue a new Permit.

1. Land that is not public conservation land, is not zoned Open Space and Recreation, and is not Council-owned recreation land [↑](#footnote-ref-1)
2. [QLDC Activities in Public Places Bylaw-2016.pdf](https://www.qldc.govt.nz/assets/Uploads/Council-Documents/Bylaws/Activities-in-Public-Places-Bylaw-2016.pdf) [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [Reserves Act 1977- Section 54(1)(d)](http://www.legislation.govt.nz/act/public/1977/0066/latest/DLM444717.html) [↑](#footnote-ref-4)