



Event Application Form

Fill in the fields on this form, then click the green **Submit** button to email the completed form to the Christchurch City Council.

Alternatively, you may save this file and once completed it can be emailed to: tradingandevents@ccc.govt.nz.

Please ensure you attach a site plan, including location of all temporary structures to the email. Please include site address, names of roads, park/reserve to be used.

NOTE: Required fields have a coloured border

Name of event	<input type="text"/>
Type of event	<input type="text"/>
Description of event (eg. Why you're holding the event, who is your target audience, what activities will the event include?)	<input type="text"/>
Location	<input type="text"/>

Contact details	
Organisation	<input type="text"/>
Contact name	<input type="text"/>
Postal address	<input type="text"/>
Street address	<input type="text"/>
City	<input type="text"/>
Phone number	<input type="text"/>
Mobile number	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Contact person during the event	
Contact name	<input type="text"/>
Phone number	<input type="text"/>
Mobile number	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Dates/times

Set up date and time

Event start date and time

Event finish date and time

Conclusion date and time

Number of people on location

Number and type of vehicles on location

Parking requirements

Are you aware of on-site parking available? Yes No

Street activities

If you anticipate more than 200 vehicles a Traffic Management Plan may be required

Is a road closure or traffic management required? Yes No

If Yes, a Traffic Management Plan may need to be submitted up to 84 days prior to your event taking place.

Which Traffic Management company are you using?

If you do not already have one, would you like us to provide a list of contacts for you? Yes No

Clean up

(The organiser is responsible for the cleaning up of the venue)

What are your arrangements?

Expected date/time of completion

CCC does offer recycling options, would you like more information on this? Yes No

Toilets

(One toilet per hundred people is required)

Will you be bringing in extra toilets?

Yes

No

N/A

Electricity

Is power supply required for this event?

Yes

No

Will you require access to Christchurch City power supplies, if available at the venue?

Yes

No

Water

Will you require access to Christchurch City Council water supplies, if available at the venue?

Yes

No

Sound

Will there be any amplified sound?

Yes

No

Special effects (e.g. Fireworks, smoke, noise, lighting etc, also supply Health & Safety Certification for – Fireworks)

Will there be any special effects?

Yes

No

Entertainment (e.g. Bands, bouncy castles etc)

Will there be any other types of entertainment?

Yes

No

Building consent

Will there be any of the following?

- | | | |
|--|------------------------------|-----------------------------|
| Tents or marquees over 100m ² | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Platforms or staging over 1m high | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Scaffold towers or grandstands | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Portable buildings (e.g. 'Portacoms') | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Temporary artwork or other structure | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Regulatory Licences

The organiser is responsible for obtaining all appropriate licences before approval for your event can be given.

Which of the following licences will you require?

- | | | |
|--|------------------------------|-----------------------------|
| Sale of Liquor | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Amusement Devices | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sale of Merchandise | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Storage and use of LPG | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Storage and use of Diesel | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Storage and use of Kerosene | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you be using Food Vendors | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes, are they registered and current? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please give details

Public Liability Insurance

Proof of your insurance is required. Is a copy attached? Yes No N/A

Company: Amount \$ Expiry date

Comments

Resource consent

Have you applied for a resource consent? Yes No

If you are unsure whether you require a resource consent for the proposed activity you will need to contact the Duty Planner on 941 8657 or come in to the City Council and speak to a Planner at the counter (second floor) to determine what rules of the Proposed City Plan apply to your activity. If resource consent is required, the application form and information can be accessed from [our website](#).

Charges

The organiser will incur costs such as facility fees and other Christchurch City Council charges. The organiser will be responsible for the cost of barricades, signage, cones and other items that the event requires. The organiser may be asked to provide a bond that will be refundable on fulfilment of council requirements.

Organisers must comply with the conditions for the use of Christchurch City Council parks, streets, squares and facilities. A set of conditions will be attached to your letter of approval. Any changes or additions to these conditions are at the discretion of Christchurch City Council.

Privacy Act 1983

The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Christchurch City Council departments, external agencies and for public notification as required.

Health & safety plan

We confirm that our organisation has a Health and Safety Management Plan. This plan complies with the requirements of the Health and Safety in Employment Act 1992, Health and Safety in Employment Regulations 1995 and all other relevant legislation. This plan will remain in force for the duration of our event and will not be amended or cancelled during this time.

We confirm the following requirements are part of the Plan:

- A system is in place for the identification, assessment and control of hazards.
- Control measures for hazards are reviewed at intervals appropriate to the running of the event.
- Health and Safety responsibilities are assigned to designated staff, that is, all those working on the event, including volunteers.
- Organisation representatives have inspected the event location to ensure that the venue is safe.
- An Accident Register is kept on site.
- An emergency plan designed for our event is in place for dealing with a variety of emergencies.
- A Health and Safety briefing will be carried out with staff (including volunteers) prior to each session of the event and documented.
- All staff working at the event location have the necessary knowledge and skills to perform their job adequately, or that they will be adequately supervised.
- A system is in place to ensure the public is not endangered by activities carried out at the event venue.
- Total number of staff/volunteers working at our event is

Confirmation

I the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this matter.

Name

Date

If any details, relating to this permit application, are altered after the form has been submitted, please advise the Christchurch City Council, as soon as possible:

Event Development Administrator
Civic Offices, 53 Hereford Street
PO Box 237
Christchurch
Phone (03) 941 8856 or Fax (03) 941 8981