

Parks and Reserves event permit application

A. Event organiser information

Event organiser or organisation (person, company, trust etc):

Application contact person name:

Email address:

Mobile and/or telephone number:

Postal address:

Contact person on the day name and contact number:

B. Event details

Event name:

Park or Reserve requested to book:

Purpose of the event:

Date/s of event	<input type="text" value="Click or tap to enter a date."/>	<input type="text"/>	<input type="text"/>
	Day 1	Start time	Finish time
	<input type="text" value="15/10/2025"/>	<input type="text"/>	<input type="text"/>
Date/s of event	Day 2	Start time	Finish time
	<input type="text" value="Click or tap to enter a date."/>	<input type="text"/>	<input type="text"/>
	Day 3	Start time	Finish time
Set-up date & time	<input type="text"/>	Pack-down date & time	<input type="text"/>
Postponement date (if applicable)	<input type="text"/>		

If the date is across a longer period, and the event is only run on weekends, please detail this below:

Number of attendees:

Staff

Spectators

Will there be any mechanised amusement devices at this event (eg. merry-go-round), roller coaster etc).

Yes

No

If yes, you will require a Certificate of Registration from the Environmental and Health HCC team. To apply, please visit <https://www.huttcity.govt.nz/services/licences-and-permits/amusement-devices>.

I have applied and received the certificate of registration and will upload it as part of this application.

I will apply and upload the certificate once I have received it.

N/A

List of all activities during this event which may include but is not limited to stalls, food carts, slides, bouncy castles, recreational activities, animals:

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C. Regulatory requirements

Will alcohol be sold or supplied:

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

Is food going to be sold or supplied:

Sold

Supplied

No

Food is being supplied by professional vendors or caterers:

Yes

No

N/A

BBQ or sausage sizzle:

Yes

No

N/A

Home cooked food supplied or sold:

Yes

No

N/A

Will you be erecting any marquees, stages, temporary buildings or other structures? If yes, please state the size & quantity of proposed structures and a fire report for any buildings accessed by people:

Yes

No

If yes, please detail the number of marquees, stages, temporary buildings and their sizes:

Will you have any bouncy castles or inflatable playgrounds at this event:

Yes

No

If bouncy castles are present, how many castles are going to be set up and how large are they:

Who is the supplier of the bouncy castles (please note, the supplier is required to set up the castles and supervise its use at all times during the event):

Do the castles comply with Australian Standard 3533.4.1 – 2005 Land-Borne Inflatable Devices (this is mandatory):

Yes

No

N/A

Risk assessment for the use of the bouncy castle/s has been provided (this is mandatory). This risk assessment should include but is not limited to the following: What measures are taken to ensure the bouncy castle is stable and will not be displaced by the weather, What pins are used to hold the castles down and how are they verified to ensure they will not be dislodged, Who will monitor the weather, how many people at a time on the castle:

Yes

No

N/A

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?) If yes, please provide details of type of special effects:

Yes

Please provide further detail, this will also need to be detailed in the risk assessment:

No

Will you be having an open fire or bonfire at your event:

Yes

Please provide further details on the fire and include safety control methods in the event risk assessment:

No

Will amplified sound equipment or loud mechanical equipment be used? (this includes handheld 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):

How you will comply with the noise standards:

Will there be any homes affected by noise:

How you are going to inform the affected homes at least 10 working days prior to the event:

How will you respond to complaints on the day of the event:

C. Event traffic plan

If this event requires a road closure, you need to contact our Roding Team to discuss the submission of a Traffic Management Plan.

Will your event affect standard traffic or parking:

Yes

No

Does your event require vehicle parking within park grounds:

Yes

No

If yes, please detail how many vehicles:

You have supplied a TMP (Traffic Management Plan)/Site Plan

Traffic management plan which can be in the form of a map of the area, highlighting where the event is located, an assembly point in case of emergency, traffic flow diagram, site accesses, expected car parks that public will use, where event staff plan on parking, any traffic control measures to be used e.g. road cones or people directing traffic within the park car parks:

Yes

N/A

If more people than expected arrive at the event, and the grounds are over capacity, how will this be controlled:

D. Utilities

Are the existing toilet facilities adequate for the size of the event:

Yes

No

If not, please provide information on the temporary toilet facilities you will provide:

Are you supplying water at the event:

Yes

No

Detail water arrangements for the following and plot locations on the Site Map/TMP:

Supply of drinking water:

N/A

Supply of water for fire-fighting purposes:

N/A

Measures taken for clean-up and reinstatement of any damage of grounds or council assets– will bins be provided? Will staff go around the park upon closing to remove all rubbish:

I understand that the organiser is responsible for all event waste management on the day, and the post-event clean up.

Do you require electricity for this event:

Yes

No

If yes, please detail whether you require site power or you will supply power generators:

Site power supply required:

Power generators supplied:

Please note that HCC has discretion for access to Park power sources depending on the size of the event and the park requested.

E. Safety and emergency provisions

I have Health and safety documentation available, including a risk assessment for the event:

Yes

No

If no is ticked, the event may not be accepted.

Do you have Public Liability Insurance, if yes, evidence will need to be submitted, along with insurance evidence for any of your vendors attending your event e.g a bouncy castle supplier:

Yes

No

N/A

Have you made First Aid arrangements:

Yes

N/A

Please provide details including company name & contact details:

Will you be providing security at your event (i.e crowd control, security of property and vehicles):

Yes

No

F. Additional information

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)

Have you held this event in the Hutt City district before:

Yes

No

Event entry type:

Free

Koha/donation

Entry fee

Ticketed

Charity

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

Please familiarise yourself with the Hutt City bylaws that apply:

<https://www.huttcity.govt.nz/council/how-council-works/laws-and-bylaws/list-of-bylaws2>

Food stall list:

STALL DETAILS				
Name of Operator	Type of food to be sold	Origin of Food <i>(Registered Premises? If operator is registered outside of the Hutt district, please supply a current registration certificate)</i>	Charitable Organisation	
			Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Site Plan/TMP:

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.

Site plan/TMP example:



G. Declaration

The information collected is to assist in the effective facilitation of your event. It may be distributed across Hutt City 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 Hutt City 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.

Applicant's Name	Applicant's Signature:
Date:	

Approved by the Hutt City Council Parks and Reserves Asset Manager

Managers Name:	Managers Signature:
Date:	