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|  | H:\HDC 2018 logo\png HDC logo\HDC logo colour portrait 24mm wide 15mm high.png |
| Event Approval Request |

Before completing this form, please ensure you have booked the public space you wish to use (if applicable) then use this form to provide Hauraki District Council information about the event. After submission, the Event and Business Support Coordinator will contact you to ensure that you have everything you need to run a safe, enjoyable event and /or provide support to get your event underway.

\* *required*

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| **Event Organisers Details** | | | |
| **Organisation/Company:** |  | | |
| **Event organiser/ contact person:** \* |  | | |
| **Postal address:** |  | | |
| **Email:** |  | | |
| **Phone:** \* | (day) | (after hours) | Mobile No: |

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| **Event Details** | |
| **Event name:** \* |  |
| **Event location:** \* |  |
| **Event date  and times:** \* |  |
| **Event website or social media link:** |  |

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| **What is the purpose of the event?** \* (e.g. for community, attract visitors, support local business) |
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| **Briefly describe the event and activities.** \* |
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| **How many people do you expect to attend?** \*(including volunteers, event team, and participants/spectator). | | | | | | | |
| ⭘ | Under 50 | ⭘ | 50 - 500 | ⭘ | 500 - 2000 | ⭘ | Over 2000 |

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| **For events on reserves or public places, please let us know your requirements below.** | ***Yes*** | ***No*** |
| Will you require access to the public toilets? | ⭘ | ⭘ |
| Do you require access to power? | ⭘ | ⭘ |
| Will you require vehicle access onto the reserve? | ⭘ | ⭘ |
| Will livestock be part of the event? | ⭘ | ⭘ |

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| **Will this be a recurring event?** \* *(tick one only)* | | | |
| ⭘ | No, one off event | ⭘ | Yes, multiple events within 12 months |
| ⭘ | Yes, annually | ⭘ | Undecided |
| ⭘ | Other: | | |

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| **Some event activities will require additional documentation. Based on your responses below, the Event and Business Support Coordinator will be in touch to discuss these.** \* | ***Yes*** | ***No*** | ***Undecided*** |
| Will you be selling or supplying alcohol? | ⭘ | ⭘ | ⭘ |
| Will food be sold at the event? | ⭘ | ⭘ | ⭘ |
| Will there be amusement devices at the event? | ⭘ | ⭘ | ⭘ |
| Will there be any inflatable devices? | ⭘ | ⭘ | ⭘ |
| Does your event include fireworks or special effects? | ⭘ | ⭘ | ⭘ |
| Will there be bands or amplified music at the event? | ⭘ | ⭘ | ⭘ |
| Will there be any structures? E.g. stage, marquees, fencing | ⭘ | ⭘ | ⭘ |
| Will you be using generators? | ⭘ | ⭘ | ⭘ |

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| **Will the event change the everyday manner in which road users (pedestrians, motorists and cyclists) would ordinarily use any section of road reserve?**\* | | | |
| ⭘ | Yes | ⭘ | No |
| ⭘ | Unsure | ⭘ | Other: |

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| **Is there anything else we need to know?** |
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| **Do you have public liability insurance?** \* (select one) | | | |
| ⭘ | Yes | ⭘ | No |
| ⭘ | Other: | | |

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| **I have read and understand the General Conditions for events in Public Spaces**\* | | | |
| ⭘ | Yes |  |  |

You can submit your completed application form by the any of the following:

* Email : [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)
* By hand :   
  Paeroa Office: 1 William Street, Paeroa, 3600  
  Ngatea Office: 84 Orchard West Road, Ngatea, 3503  
  Waihi Office: 40 Rosemont Road, Waihi, 3610
* Post: Hauraki District Council, 1 William Street, Paeroa, 3600

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| **Office use:** | |
| Doc No: | File: HDC/CommunityDev/ManaakiToiora/Event |
| Licence No: | Task: Event Inwards |
| Approved / Declined Authorised by: |  |