

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

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

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

What is the purpose of the event? * (e.g. for community, attract visitors, support local business)

Briefly describe the event and activities. *

How many people do you expect to attend? *
(including volunteers, event team, and participants/spectator).

<input type="radio"/> Under 50	<input type="radio"/> 50 - 500	<input type="radio"/> 500 - 2000	<input type="radio"/> Over 2000
--------------------------------	--------------------------------	----------------------------------	---------------------------------

For events on reserves or public places, please let us know your requirements below.	Yes	No
Will you require access to the public toilets?	<input type="radio"/>	<input type="radio"/>
Do you require access to power?	<input type="radio"/>	<input type="radio"/>
Will you require vehicle access onto the reserve?	<input type="radio"/>	<input type="radio"/>
Will livestock be part of the event?	<input type="radio"/>	<input type="radio"/>

Will this be a recurring event? * (tick one only)

<input type="radio"/> No, one off event	<input type="radio"/> Yes, multiple events within 12 months
<input type="radio"/> Yes, annually	<input type="radio"/> Undecided
<input type="radio"/> Other:	

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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will food be sold at the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will there be amusement devices at the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will there be any inflatable devices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your event include fireworks or special effects?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will there be bands or amplified music at the event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will there be any structures? E.g. stage, marquees, fencing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will you be using generators?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Will the event change the everyday manner in which road users (pedestrians, motorists and cyclists) would ordinarily use any section of road reserve?*

<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Unsure	<input type="radio"/> Other:

Is there anything else we need to know?

Do you have public liability insurance? * (select one)	
<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Other:	

I have read and understand the General Conditions for events in Public Spaces*	
<input type="radio"/> Yes	

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

- Email : 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

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