



Applicant details

Organisation name

Postal address (include postcode and rural delivery details)

Organisation details if different from above

Contact person

First name(s) Surname

Contact details

Phone Mobile

Email address

Event details

Event name

Start date and time

End date and time

Road(s) to be used for the event.

Attach map showing event route and identifying all road(s).

Description of event. Please provide a brief outline of your event (attach additional details if required).

Number of people you expect to attend the event  Less than 100  100 - 200  More than 200 - please specify

Have all residents been consulted?  Yes  No

If yes, is your event a free community activity or will an entry fee be charged?

Please turn over

OFFICE USE ONLY

Date received	<input type="text"/>	Applicant	<input type="text"/>	Application #	<input type="text"/>
Time received	<input type="text"/>	Document #	<input type="text"/>	Receipt #	<input type="text"/>
Received by	<input type="text"/>	Property ID	<input type="text"/>	Amount paid	<input type="text"/>
		Legal ID	<input type="text"/>		

## Emergency contacts

24/7 event contact persons to be on-site during the event:

Contact person

First name(s)

Surname

Mobile phone

Email

Contact person

First name(s)

Surname

Mobile phone

Health and Safety contact person:

First name(s)

Surname

Mobile phone

Email

Tick to indicate that, as the event organiser you accept responsibility for identifying and managing all risks associated to the event. A copy of health and safety documentation for the event must be provided to the Council.

Health & Safety plan attached.

## Traffic management

Describe how you will manage the road closure. Include or draw a map.

## Privacy statement

The Privacy Act 2020 applies to the personal information provided in this application. For the purposes of this application the Council may disclose that personal information to another party. If you want to have access to, or request correction of, that personal information, please contact the Council.

## Applicant's declaration

I confirm that the information contained in this application is true and correct and that I have read, understood and agree to such terms and conditions applying to this application, including the disclosure of my personal information. I have also attached all additional documentation as required and detailed in this application form.

Signature of applicant

Date

## NPDC expectations and conditions

NPDC cannot guarantee that the Play Street application will be approved, and application will be revoked if any of the following conditions are not met:

1. Play Street should be less than four hours in duration – and should be held during daylight hours.
2. Any barriers erected for the traffic restriction must be removed immediately if required for access for emergency services or other residents.
3. On-street parking cannot be refused or restricted.
4. Traffic may only be restricted on the dates and times specified within the application.
5. Events must be supervised by adults.
6. Event will be promoted to neighbours only (not publicised to the general public).
7. There will be no commercial activities at the event.
8. If appropriate organisers must clean the street in order to return it to its condition prior to the event. This must be done before the road is reopened.
9. The organiser of the event is responsible for ensuring that all relevant regulations and bylaws are complied with, such as council bylaws for noise, alcohol and dogs.
10. The organiser of the event is responsible for ensuring all affected people and businesses are effectively consulted with prior to the intended event date.
11. The organiser agrees that NZ Police and/or the council representative have the authority to cancel, close down or stop the event and activities within the event at any time.
12. High visibility garments and suitable enclosed footwear must be worn when operating as an event marshal.
13. All unloading of event materials from vehicles must be done from a legally parked position and from the non-traffic side of the vehicle.
14. Once in place, a responsible event marshal must be within sight of and be available to the restricted area access point(s) at all times.
15. Event marshals are expected to be vigilant and actively monitor vehicle activity, resident and emergency service access requirements throughout the duration of the event.
16. If at any time it is considered that the safety of those on the street has been compromised, the event activities must stop, all people must leave the road and move to a safe position away from moving traffic. All equipment should be removed from the street before usual traffic movement resumes.
17. All personnel undertaking the above activity shall be familiar with, and understand, the intentions and requirements of the event safety plan.
18. Organisers are reminded that it is their duty to postpone, cancel or modify operations due to adverse traffic conditions, weather or any other conditions that may affect the event and the people attending the event.
19. These requirements do not replace the applicant's own health and safety policies or plans and the event health and safety plan should be on hand during the event.
20. The council will not accept any liability for the safety of the event, which is solely the responsibility of the organisers. Parents/guardians should remain responsible for their children throughout the duration of the play street.
21. NPDC reserves the right to cancel event approval if the event is not implemented in accordance with these requirements or the activities are not managed in a safe manner.