

Application form
To use or occupy regional parkland
For concession activities
(To be filled out by Applicant)



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Checklist

Back ground application information

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1. Name of Applicant OR Organisation / company:
2. Main contact person:
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1. Activity name:
2. Description of proposed event / activity
3. Category of activity
4. Type of activity
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6. Number of persons in proposed activity
7. Duration and frequency of activity
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9. Assessment of the suitability and appropriateness of your activity at the proposed park and / or location
10. Assessment of alternative locations/if this is a one location activity
11. Will the activity promote parks recreational values, including natural or historic values?

Part C: Event / Activity Site Information

1. Transport to park, parking requirements, after hours access
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7. Sale and or supply of food, drinks, alcohol, products or stall holders involved in the activity

Part D: Assessment of potential effects and any proposed mitigation or avoidance measures

Recreation: Potential effects.

1. Potential undesirable or inappropriate behaviour by / from participants, spectators, crew or organisers
2. Effects on access for other visitors who may visit or use the park
3. Aspects of the activity that will be visible from the surrounding area, within the park and adjoining land owners.
4. Risk of fire from your activity.
5. Noise that will be generated and effects of noise on other park visitors and adjoining land owners.

Conservation: Potential effects.

6. Wildlife and habitat, either within or near the proposed area e.g. dotterels
7. Natural waterways or bodies of water
8. Native vegetation, coastal and amenity plantings
9. Disturbance to soil, wetland or any other natural features either during the set up, activity or pack down
10. Risk of fire from your activity.
11. Introduce pest plants or seeds of plants into the area.
12. Noise generated and effects on wildlife e.g. breeding birds.

Historic or archaeological: Potential effects

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1. Assistance require from Auckland Council staff.

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2. Consents required from the Auckland Council or other agency.

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3. Health and safety plan.

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4. Public liability insurance.

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Check List
For application form
To use or occupy regional parkland
(To be filled out by Applicant)



Name:
Date of application:

After completing the form, please return to this checklist to ensure you have included all the information necessary for the Council to begin processing your application.

	Applicant Y/N	Office Y/N
1. Part A: Contact Details <ul style="list-style-type: none"> Are all the contacts listed Have all the contact details for each contact been supplied 		
2. Part B: Proposed activity details Part C: Activity Site Information Part D: Assessment of potential effects and any proposed mitigation or avoidance measures <ul style="list-style-type: none"> Have you completed all appropriate components? 		
3. Part E – Additional Information Staff input: Have you identified AC staff input? Consent: Attached all appropriate consent forms? Health and Safety: Attached Health and Safety plan? Public Liability: Attached copy Public Liability Insurance?		
4. Part F: Consultation <ul style="list-style-type: none"> Have you completed all consultation details and attached all appropriate attachments? 		
5. Part G: Declaration: Signed the application		
6. Attached application fee/s		

- Your efforts in putting together a detailed application are appreciated and will enable us to efficiently process your application.**
- Please note that applications lacking necessary information will not be processed. If you are unsure of the level of information required, please talk to the Staff Member managing your application.**

Office Use Only

Please read this page before filling out the application form

The Regional Parks Management Plan (V2010) identifies activities on regional parkland that are discretionary and require consent or licence before they can be carried out. Any person or organisation proposing to undertake a discretionary activity on regional parkland must submit an application to the Auckland Council (AC).

The Regional Parks Management Plan provides information about the application process and the criteria the AC will use to assess an application. The application form is based on the guidelines in the Regional Parks Management Plan.

It is recommended that you discuss your proposal with the Visitor Experience Advisor over the phone on (021)223 1173 or via email rina.thompson@aucklandcouncil.govt.nz before filling out an application form. Guidance and clarity will be offered with regards to what information should be included with your application. You are advised to read the accompanying notes, which provide guidance on the information required.

It is important that you provide all the requested information, including supporting documentation, to enable us to process your application as quickly and efficiently as possible. If the information provided is insufficient, further information will be requested, which may result in delays. You may also incur additional charges if additional information needs to be provided by council staff or external consultants to assess your application

Receipt of your completed application will be confirmed in writing.

Your application must be accompanied by an application fee of **\$297**. Processing of your application will not commence until payment has been received. In addition to the application fee and quarterly per-head fee will also apply. **In most cases the Auckland Council will seek to recover all actual and reasonable costs incurred in processing applications.**

By submitting your application to the AC (Auckland Council) you agree to pay for all reasonable costs incurred by the AC during the processing of your application. If Council costs exceed the application fee, you will be invoiced for the balance due regardless of the outcome of your application.

Senior Rangers can provide a cost estimate. You can then confirm whether or not you wish to proceed. If your application is successful and consent is granted, a further consent / licence operating fee may be required on either a one-off or continuing basis.

- **Please complete all relevant sections.**
- **Failure to complete each section may result in your application being declined.**

***Please Note:** The information provided in any application is public information and may be viewed by persons or organisations who consider they may be affected by your proposal. Access to the information held by the Auckland Council (AC) is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993.*

Part A: Contact Details		
1: Name of Applicant OR Organisation / company:		
2: Main contact person:		
Postal address:	Street	
	Suburb	
	City	
	Area code	
Street address (If different from above):	Street	
	Suburb	
	City	
	Area code	
Communication details	Work	Home
Phone		
Fax		
Mobile		
e-mail		
Position:		
3: Second contact person:		
Postal address:	Street	
	Suburb	
	City	
	Area code	
Street address (If different from above):	Street	
	Suburb	
	City	
	Area code	
Communication details	Work	Home
Phone		
Fax		
Mobile		
e-mail		
Position:		
4: Additional contacts:		
Name	Work phone	

Part B: Proposed activity details

1. Activity name:

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2. Description of proposed activity

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3. Category of activity

Category of activity:	Private Yes/No	Public Yes/No	Paid Event Yes/No	Charitable Yes/No
Community:				
Commercial:				

4. Type of activity

Type of activities:	Please tick all appropriate activities			
Sightseeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Edn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guided short walks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guided long walks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food & Beverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Preferred park location / area

(Including main event area and sub areas for parking, prop setups, headquarters, eating locations, etc. attach a location map / plan and grid reference)

Park Name:	
Location:	
Park Name :	
Location:	
Park Name:	
Location:	
Park Name:	
Location:	
Park Name:	
Location:	
Park Name:	
Location:	

6. Number of persons in proposed activity

	Per Day	
	Numbers	Age range
Organisers/Crew:		
Participants:		
Total person numbers		

7. Duration and frequency of activity

Reoccurring activity		
Frequency of activity	e.g. weekly, 2 weeks, monthly etc.	
	Start time	End time
Activity on park duration		

8. Associated Activities.

Associated Activities		
Specify	Description / Name	Purpose
Sub activities		
Filming		
Media		
Catering		

9. Assessment of the suitability and appropriateness of your activity at the proposed park and / or location

Park Classification	Yes / No
• Is the activity aligned with this Regional Park(s) classification?	
• Are there other Regional Parks that are more aligned with your activity?	
• If there are other Regional Parks, Please name them and give reasons why you are not considering these Regional Parks.	

AC Bylaws, codes and conditions	Yes / No
<ul style="list-style-type: none"> Does the activity comply with all AC bylaws, codes and conditions for the proposed park(s) and / or location e.g. dog bylaws, person numbers, fires etc. 	
<ul style="list-style-type: none"> If not, describe each non-compliance components of AC bylaws, codes and conditions. 	
<ul style="list-style-type: none"> Describe reasons why each component should be exempt for your activity. 	
<ul style="list-style-type: none"> Name other Regional Parks that your activity can comply with all AC bylaws, codes and conditions. 	
<ul style="list-style-type: none"> Describe reasons why you are not using the above Regional Park(s) 	

10. Assessment of alternative locations/if this is a “one location” activity

Identify any alternative locations available (outside of regional parkland) which may suitably provide for the proposed activity, together with an assessment of their suitability and reasons why you are not further considering these sites.

Location	suitability	Reasons for not considering

11. Will your activity promote parks recreational values, including natural or historic values, if so please explain?

Promoted values	Description and explanation
Park recreation values	
Park natural values	
Park historic values	

Part C: Activity Site Information

1. Transport to park, parking requirements, after hours access

(Include vehicle type, numbers and purpose plus other vehicle types)

Transport to the park & parking requirements	Vehicle Type	Numbers	Purpose
	Cars		
	Vans		
	Buses		
	Trucks		
	Helicopter		

After Hours access. Vehicle access during gate closure times.

Vehicle Type	Numbers	Detail of Purpose	Time in	Time out
Cars				
Vans				
Buses				
Trucks				

2. Use of existing park structures / buildings / other park facilities. Description of location, purpose and amount of use

Specify	Location	Purpose of use	Amount of use

3. (include temporary structures)

Type	Location	Purpose	Size	Number	Consent required

4. Please specify on-site equipment required for you activity

On-Site Equipment				
<i>Specify other below</i>	Yes/No	Purpose	Number	Size
Marquees				
Other temporary shelters				
Tents/ Gazebo				
Bouncy Castle				
Or similar Equipment				
Caravan/Mobile Units				
Chiller				
Power Required				
Generator				
Lighting				
Sound Equipment				
Loud Hailers/Tannoys				
Stage				

5. Smokefree Promotion

Smokefree	Auckland Regional Parks are now Smokefree . Please provide information on how you intend to ensure your event is smokefree. The Council is happy to provide you with information and/or promotional material.
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6. Please describe any special requirements your activity has

Special requirements	Purpose	Details of Special requirements
On Park signage		
Power supply		
Animals on park		
Pyrotechnics		
Security of site		

7. The sale and or supply of food, drinks, alcohol, products or stall holders involved in the activity

Type of food, alcohol, product, stall	Sale		Provide fee	Consent required
	Yes/No	Use for fund raising	Yes/No	Yes/No

Part D: Assessment of potential effects and any proposed mitigation or avoidance measures

- Please describe the direct and indirect effects that your proposal will or may have on the following areas. *Please include the source of any supporting information.*
- Describe the proposed method of minimising the impact of your activity on the following.
The Senior Ranger managing your application can assist in identifying potential effects

Recreation: Potential effects.

1. Potential undesirable or inappropriate behaviour by / from participants, spectators, crew or organisers

Name undesirable or inappropriate behaviour.	Mitigation or avoidance (method to minimise impact)

2. Effects on access for other visitors who may visit or use the park

Name effects on other park visitors	Mitigation or avoidance (method to minimise impact)

3. What aspects of your activity will be visible from the surrounding area, within the park and adjoining land owners?

Name visible aspects.	Mitigation or avoidance (method to minimise impact)

4. What is the risk of fire from your activity?

Name fire risk to other park visitors	Mitigation or avoidance (method to minimise impact)

5. What noise will be generated and what effects will the noise have on other park visitors and adjoining land owners?

Name type of noise generated	Mitigation or avoidance (method to minimise impact)

Conservation: Potential effects.

6. Wildlife and habitat, either within or near the proposed area e.g. dotterels

Name wildlife and / or habitat area	Mitigation or avoidance (method to minimise impact)

7. Natural waterways or bodies of water

Name waterways, bodies of water	Mitigation or avoidance (method to minimise impact)

8. Native vegetation, coastal and amenity plantings

Name vegetation, coastal, amenity	Mitigation or avoidance (method to minimise impact)

9. Disturbance to soils, wetlands or any other natural features either during the set up, activity or pack down

Name soils, wetlands, features	Mitigation or avoidance (method to minimise impact)

10. What is the risk of fire from your activity?

Name fire risk to vegetation / wildlife	Mitigation or avoidance (method to minimise impact)

11. Is it possible that your activity will introduce pest plants or seeds of plants into the area?

Name pest, plants or seeds	Mitigation or avoidance (method to minimise impact)

12. What noise will be generated and what effects will the noise have on wildlife e.g. breeding birds.

Name type of noise generated	Mitigation or avoidance (method to minimise impact)

Historic or archaeological: Potential effects

13. Historic or archaeological sites including sites of cultural significance

Name historic, archaeological sites	Mitigation or avoidance (method to minimise impact)

14. What is the risk of fire from your activity?

Name historic, archaeological sites	Mitigation or avoidance (method to minimise impact)

Part E – Additional Information

Staff input

1. What (if any) assistance will you require from Auckland Council staff for your activity?

Type of staff	Purpose	Time	Numbers
Ranger staff on the ground.			
Admin sector staff			
Senior ranger staff			
Head office staff			
Specify other			

Consent:

2. List any consents required from the Auckland Council or other agency in relation to this proposal (e.g. Resource consent, building permit, alcohol); and indicate whether or not these have been applied for and granted. Attach granted consent forms to application.

AC	Consent for	Purpose	Applied yes/no	Granted Declined
Specify other agencies				

Health and Safety

3. Please attach a health and safety plan for your activity and where relevant include risks to other park visitors that may arise from your activity occurring and mitigation/avoidance).

List key points covered in your health and safety plan

Public Liability Insurance

4. Please attach a copy of your public liability insurance (this will need to be valid for the date of the activity)

Name of insurance company	
Policy Number	
Amount of cover	

Part F: Consultation

- It is essential that you discuss your proposal with all known interested or potentially affected parties. Interested parties may include adjacent neighbours, iwi, existing park users, or other community or interest groups.
- The Senior Ranger can assist in identifying appropriate people and groups who should be contacted.
- In the table below, include the names of all individuals and organisations that have been consulted, along with the method of consultation carried out. The outcomes of any consultation should be described, along with the nature of any issues or concerns raised. Also, attach any relevant correspondence received from persons consulted.

Name <i>e.g. J. Smith</i>	
Organisation / relationship <i>e.g. Adjacent neighbour</i>	
Method of consultation <i>e.g. Written correspondence</i>	
Outcome <i>e.g. Concerns about noise levels.</i>	
Mitigation or avoidance measures <i>e.g. Describe measures to mitigate noise.</i>	

Name	
Organisation / relationship	
Method of consultation	
Outcome	
Mitigation or avoidance measures	

Name	
Organisation / relationship	
Method of consultation	
Outcome	
Mitigation or avoidance measures	

Part G: Declaration

- I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.
- I undertake to pay all actual and reasonable application processing costs incurred by the Auckland Council.

Signature of Applicant:	
Name in full :	
Date:	

Please attach your application fee to this application. Make cheques payable to the Auckland Council.