

Request for permission to use public amenities and notification of events to be held in the City Centres (including 1903 Square, Upper Trafalgar Street Pedestrian Precinct, Church Steps etc)

Pursuant to the City Amenity Bylaw (no 226)

SECTION A – APPLICANT’S DETAILS

Name of Event:

Name of Organiser/Applicant:

Contact person during event:

Contact postal address:

Contact email:

Contact Phone(s) including during event:

SECTION B – DESCRIPTION OF ACTIVITY:

Proposed date(s) of event:

Proposed Start and Finish Times:

Alternate postponement date?

How many people are expected to attend this event:

Will there be food or drink?

Do you need the key to access power?

Please provide a detailed description of the event and its purpose:

Please provide a detailed description and/or attach a visual layout, showing the location of the event, including details of any structures to be used (eg. Marquee, stages, tables and chairs, displays, acrobatic equipment, lights, fences etc). Please be specific (eg 1903 vs Upper Trafalgar area near steps of near museum)

SECTION C – TRAFFIC

Notes:

- Motor Vehicles are prohibited on Upper Trafalgar Street Pedestrian Precinct.
- If the normal flow of traffic (including pedestrians) is altered a Traffic Management Plan might be needed.
- A Temporary Road Closure Application needs to be applied for at least 60 days prior to the event.

Please describe how traffic or pedestrian thoroughfare might be impacted by your event (for example, whether you will need to stop or delay moving traffic on any roads? Whether you will need to close any roads/footpaths? Whether you are using a road for anything other than carrying traffic? Etc.

There may be some disruptions to pedestrians walking through the area, we plan to have some road cones to cordon off an area

SECTION D – NOISE

Will the event involve amplified sound, fireworks or Pyrotechnics?

If yes, you will be sent an additional form to tell us how you will manage this.

Note: The use of amplified sound on Parks and Open Spaces is controlled up to 55 dB between the hours of 9am and 10pm. This covers lower noise community events such as music acts, orchestra, choirs, and background music who would use a PA system with a mixing desk.

SECTION E – CONDITIONS AND SIGNATURE

I understand that :

1. 1903 and Church Steps are to be used for displays, concerts, promotions, exhibitions, but no retailing or overtly religious activities are permitted on either site.
2. Motor vehicles are prohibited on the Upper Trafalgar Street Pedestrian Mall, parked or driven. (With a few exemptions on the Pedestrian Mall such as for emergency vehicles, maintenance vehicles, service vehicles 6am-8am).
3. Pedestrian access shall not be hindered and members of the public shall still be able to move up or down the Steps and through the pedestrian areas without hindrance.
4. Emergency Services access shall not be impeded.
5. Any placement of structures associated with the event shall allow for at least 1.5 metres of clear space on the footpath for pedestrians.
6. That you liaise with and work around any existing stallholders on the site and do not impede their business.
7. No alcohol
8. It is your responsibility to ensure the site is left tidy and that all waste, rubbish, posters, structures etc are removed immediately after the completion of the event.
9. That all effort will be taken to ensure no damage occurs to any ornament, statue, building, lights, Steps or public assets. If anything does occur the event organiser will notify the Council immediately to discuss repair/replacement.
10. Moving the street furniture is discouraged. However should it be necessary to move or temporarily remove the street furniture (seating, planters, tables), it is the event organiser's responsibility to reinstate it back to the same locations and in the same state after the event.
11. If a Traffic Management Plan is needed this will be applied for separately.
12. Use of the amplified sounds is approved by Nelson City Council so long as it remains below 55dBa,
13. If Amplified sound is louder than 55 dB this will need to be considered separately.
14. This permit may be revoked by an enforcement officer if they find the activity causes nuisance or offence to members of the public.
15. The information provided on this form will be used by Council to ensure that accounts, correspondence and other notices are sent to the correct address. Under the Privacy Act 2020 you have the right of access to your personal information held by the Nelson City Council, and you are entitled to request that your personal information be correct.

Name of Applicant

Signature of Applicant

Date