

Conditions for use of Parkland for an Event

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The following are the standard conditions which may be part of the consent conditions for the use of a park or reserve for an event.

Please note that further conditions may also apply and will be added to your booking confirmation.

Applications for triathlons, fun races, road walks, or any event involving a full road closure are to be lodged with the Waitakere City Council Transport Assets Section no later than 12 weeks prior to the event. Specific conditions apply for events held on roads which are separate to events held on parks.

General Conditions:

The following conditions shall be adhered to for ALL consents to undertake an event on a park.

General:

- A copy of the booking confirmation must be kept on site during the event and available for inspection by the Parks Officer at all times.
- All applications will be administered by the Waitakere City Council Facility Booking Service, phone 836 8075.
- **All events require eight weeks notice.**
- All park resources, including vegetation, sand, rocks and turf are protected and are not to be altered in any way.
- Activities must not restrict public access and enjoyment of the park.
- Please follow all directions given by the Park Officer or Park Ranger responsible. You are to comply with all Waitakere City Bylaws and with the Park Code displayed at the entrance to the park.
- Consent applies to the approved allocated area as shown on the consent and as instructed by the Park Officer or Ranger and the specified date/s only.
- If you wish to change your booking date/s please contact the Facility Booking Service phone 836 8075 prior to the event for a further reservation.
- Consent approval must be held on site during the event for viewing by any Council Officer.
- No vehicles are permitted on the park/reserve/beach, except where approval has been given as part of consent and only for service vehicles (a key is provided for access to open gates and chains).
- If vehicle access is permitted limit your vehicle size when using narrow winding access roads and restrict large vehicles that are inappropriate for road and bridge sizes. Respect the roads and keep your speed down.
- The Police must also be notified of all events if required as part of the consent.
- Lighting of fires is not permitted unless approved by the ARC (Auckland Regional Council).
- For all emergencies and maintenance telephone our Call Centre phone 839 0400.

Security on Site:

- The organiser is solely responsible for security within the park and its users during the event. If requested as part of the consent the organiser is to provide security personnel and units from a Council approved supplier.
- Council will determine the number of security staff required.

Weather Conditions and Cancellations:

- If sports fields are available for use, this is identified by the field's open/closed sign at the front of the park and any announcements on the Newstalk ZB(89.4 FM) cancellation service.
- Any queries regarding cancellations should be directed to our Call Centre telephone 839 0400.

Park Safety: Please note: SAFETY IS NOT NEGOTIABLE!!

- The organiser is to ensure the safety and security of the park and the users.
- All events shall comply with the Health and Safety in Employment Act 1992 (plus its amendments), and any current OSH (Occupational Safety and Health) requirements.
- The event organiser must take all reasonable and practicable steps to promote the prevention of harm to all persons engaged and participating in the event.
- A health and safety plan or a risk analysis and risk management plan is required prior to the event taking place, to ensure the event organiser has identified significant hazards and has taken all reasonable steps to eliminate, isolate or minimise those hazards.
- There is a significant risk to public safety and possible extensive damage to mowing machinery caused by the use of metal pegs for fastening tents/marquee etc. The use of metal/steel pegs on Waitakere City Council parks is prohibited, and plastic or wooden pegs only are to be used. (See also Use of sand sportsfields below)
- The event organiser must have public liability insurance. See section below.

Public Liability Insurance:

- If required as part of the consent, the organiser shall be required to arrange for Public liability insurance indemnifying Waitakere City Council against any damages as a result of the Event. The insurance cover required shall be a minimum of \$500,000.00, and the Parks Officer shall receive copy of the cover at least 10 days prior to the event.

Temporary Structures:

A Building Permit is required for:

- Marquees greater than 30 square metres in area
 - A stage higher than 1 metre above the ground
 - Scaffolding higher than 1 metre above the ground
 - Temporary seating higher than 1 metre above the ground.
- Temporary structures not covered as above, must be erected by reputable installers that have a Safety Management Plan, that includes the safe installation of equipment for public use.

Litter Control:

- For large events, litter collection and recycling options are to be discussed with Cleaner Production on 836 8000 ext. 8539.
- The organiser is to provide for general litter collection and removal of all litter generated by the event from the park as part of the consent and the park left in a clean and tidy condition.
- The organiser is required to provide a suitable number of litter collection bins and distribute these bins through the local area. One bin per 100 people.
- Minor general rubbish can be placed in the park bins in a tidy manner. If rubbish is left in the Park, this will be removed by Council's contractor and charged against the bond held.

Traffic Control within Parks:

- Traffic management/safety including parking during the event is the responsibility of the organiser
- The user is to provide for and undertake any necessary parking and traffic controls as requested as part of the consent.
- A traffic management plan is to be provided and all necessary consents obtained by the user before the Parks consent will be issued
- Organisers will be required to engage Council Parking Officers to undertake the control of parking and traffic safety. The event organiser shall meet the cost of providing officers.
- Parking Officers are not trained for, and should not be involved in any direction of traffic. This is a Police matter and where circumstances involve directing on the road, this should be a matter raised with the Police. The organisers shall provide their own staff for undertaking directing of cars in parking areas.
- Parking Officers would be there to control issues of illegal parking and dangerous situations only. Organisers should give at least one month's notice of any event requiring parking officers. To arrange parking officers please call: 836 8000 ext. 8615.

Toilet Facilities:

- If toilet facilities are not available on site or the Parks Officer requires additional toilet facilities as part of the consent the organiser shall provide any additional toilet facilities as requested at their cost.
- Council will determine the number of units required based on the number of participants. Currently it is 1:150.
- On some Parks the toilets are locked. Keys can be obtained from Civic reception at 6 Waipareria Ave for a refundable deposit of \$50. Please see application form for details
- The toilet and/or changing room facilities if used for the event shall be cleaned by the user group and restored back to original condition.

Electrical Requirements:

- All catering and electrical requirements must be self sufficient.

West Coast Beaches:

- Sand dunes and stream embankments at Piha and Te Henga/Bethells are fragile environments, and the applicant needs to show how possible damage to these areas will be mitigated.
- Exact location of the event on the beach must be specified
- Pedestrian access ways provided need to be utilised, with unnecessary foot traffic avoiding areas of sand dunes where damage can occur.

Additional Requirements for Maintenance Contractor:

- If additional works are required on the park for the event, these shall generally be undertaken by Council's Parks maintenance contractors or as approved by the Parks Department. The works are to be arranged through the Parks Officer who will inform the Park Maintenance Contractor of the event and of any additional requirements.
- Cost of additional works shall be at the expense of the organiser and will be charged for.
- Details of special requirements must be made at time of application.

Use of Sand Sports Fields:

- The use of sand fields has special conditions to be adhered to as expensive irrigation is positioned under the surface, and the grass is more prone to damage.
- No vehicles are allowed onto the sand field area.
- No tents, marquees, stages or other structures are to be erected on sand field areas unless prior approved and arranged with the Parks Department. In these cases suitable surfacing shall be provided under and around the facility.
- No pegs or stakes or spikes shall be used in sand field area
- If the sand field is to be used for the cricket or kilikiti and no concrete pitch is available the user group shall provide and lay a suitable matting for the full length and width of the pitch over the grass surface to protect the grass and sand base. The matting shall be approved by the Parks Officer.
- Any damage to the sand field surface will be repaired by Council and costs incurred charged to the organisers/deducted from bonds held.

Noise/Glare/Vibration/Dust Control:

- Noise/Glare/Vibration/Dust levels are to comply with Rule 8 Open space environment in the District Plan
- "Activities meeting the following Performance Standard are Permitted Activities:
- Non-Residential Activities meeting the noise standards set out in the following table as measured at any part of a site within the Living Environment, Foothills Environment, Bush Living Environment, Waitakere Ranges Environment, Coastal Villages Environment, Rural Villages Environment and Countryside Environment.

- Monday to Saturday 7:00 am – 7:00 pm 50dBA
- Monday to Saturday 7:00 pm – 10:00 pm 45dBA
- Sunday and Public Holidays 7:00 am – 10:00 pm 50dBA
- All days 10:00 pm – 7:00 am 40dBA
- Loud Speakers and PA systems are to be located in a manner to minimise noise levels.
- No music to be played over PA system unless specifically requested and approved.
- The event organiser shall politely listen to and manage any reasonable public complaints on noise levels made at the time.

Storage of Equipment:

- The storage of equipment shall only be undertaken if specifically requested in the application and approval has been given. If storage has been approved reinstatement of the disturbed area shall be to original or better condition

Liquor:

- Serving or consumption of liquor may require Community Board approval and a Liquor License from Council's Regulatory Section. Discuss with the Parks Officers.

Fires & Fireworks:

- **Outdoor Fires**
Outdoor fires are now governed by the ARC regional air plan on air quality management and over ride Council by laws on fires. Outdoor fires are a non complying activity that would require ARC consent. A consent application would be assessed against the air emission strategy and would most likely be declined as it does not fit the strategy. Contact the ARC for clarification.

Bylaw 1715.1 states that no person shall light a fire in a reserve except in a place specially provided for by the local authority for that purpose, or set fire to any vegetation in any reserve.

Bylaw 1715.2 states that no person shall light any fire or continue burning the same in a reserve after sunset without the consent of any authorised office of the local authority.
- **Fireworks on Parks**
Council would not actively support fireworks on Parks due to:
 1. the potential damage to public assets, buildings, vegetation
 2. the threat to the safety and disruption of other Park users, Parks neighbours, Park flora and fauna
Council would consider an application for a public fireworks display provided all health and safety and regulatory requirements are submitted.
- Hangi and Umu are not allowed, except in special circumstances where they are associated with a large event on a park eg: Pasifika Games.

Termination of Consent:

- Should any conditions part of the consent not be met or adhered to, the Parks Department may withdraw permission at any time and any future applications for park use may be denied.

Bonds:

- Bonds are required for all major events.
- The amount of the bond is set by the Parks Section and reflects the cost to repair potential damage that could occur as part of the event and the organiser's past track record.
- Minimum Bond fee to be \$300.00
- Bonds must be received at least 7 days prior to the event. When making payment the event organiser must quote the FBS booking number and have the Parks confirmation of booking letter.
- Consent approval will not be given until a bond has been received.

- Bonds shall apply to all private individuals or groups, and no exemption shall be given unless prior approval by the Parks Manager is given.
- Bonds may be waived at the discretion of the Director City Services. Applications for the waiver of bonds need to be made in writing at least 10 working days before the event.
- Bonds will be refunded if the park is returned to its original condition at the end of the work/event and conditions have been complied with. WCC reserves the right to deduct any costs it incurs as a result of the event from any bonds held.
- Refunds will be made by cheque addressed to the organiser upon receipt of a letter with the following information:
 - Event name
 - Event date
 - Organisers postal address and daytime contact details
 - Bond receipt number
 - Event booking number

Inspection Fees:

- The payment of an inspection fee of \$225.00 may be required for major events in parks.
- This fee is non-refundable.

This fee, if applicable, is for an inspection of the site by Parks Maintenance Contractors prior to, during and at the completion of the event, to check compliance with the conditions of use.

Usage Fees:

No fees are currently charged for use of WCC administered Parks except for the Waitakere Stadium Douglas Track and Field.

Health & Safety:

The organiser must provide a written health and safety plan. This plan must be prepared in accordance with the provisions of the Health & Safety in Employment Act 1992, including amendments by the Health & Safety in Employment Act 2002, and the organiser is responsible for ensuring that the Act is complied with at all times.

Water Safety for events on / near beaches:

- the organiser must provide a water safety plan for events near a beach, as the event may attract an increase in the number of people in the water. For events near West Coast Beaches, please contact the local Surf Life Saving Club.
- Rescue boats are to be provided on patrol based on number of participants
- The maximum speed of rescue boats is not to exceed 5 knots except in the case of emergencies
- Harbourmaster / ARC consent may be required and it is the responsibility of the applicant to obtain the necessary consent

Public Consultation and Notification:

- The organiser shall undertake any public consultation, in the form of notification to any residents, user group or other affected parties, attendance to a local Residents and Ratepayers meeting, and undertake any advertising as requested by the Parks Section as part of the consent approval. The Parks Manager or Community Board may set additional specific requirements for public consultation.
- The minimum requirement is a letterbox drop to all residents within 400m radius of the park at least one week prior to the event. A copy of the mail drop and a list of properties informed is to be provided to the Parks Section.

Ratepayer Groups to be Contacted (updated details are available from Parks)	Address
Huia/Cornwallis Ratepayers Assoc C/- J Quartermass	17 Upland Rd Huia Waitakere City
Bethells/Te Henga Rebecca Ball	PO Box 95-220 Swanson
Piha R & R Assoc Secretary	PO Box 55 PihaWaitakere City
Karekare R & R Trust Robin Taylor	3 Karekare Beach RD PihaWaitakere City
Parau R & R Assn	683 Huia Road Parau Waitakere City

Community Board Approval:

In some cases, for example where the proposed event is unrelated to the type and use of the park, Community Board approval may be required.

- Event organisers will be required to attend a Board meeting to present their proposed plan for the event.
- This process may take up to 2 months and event organisers must make allowance for this time within their programme.
- Early application should be made and the Parks Manager will determine if the event requires Community Board approval.

Methodology:

For all major events, or as required by the Parks Section, a methodology report is to be provided by the organiser addressing all issues in managing the event.

Consents:

- The organiser is to obtain all necessary consents to undertake the event. Park's approval shall only apply to the use of Waitakere City Council administered Park land and Park facilities.

Please attach relevant information e.g. Description of Event/Site Plan/Plan of Route/Water Safety Plan.