



**ROTORUA DISTRICT COUNCIL
APPLICATION FORM
FOR EVENTS ON PUBLIC ROADS AND STREETS
(NO ROAD CLOSURE)**

IF AN EVENT REQUIRES A ROAD CLOSURE, APPLICATION MUST BE MADE 3 MONTHS PRIOR TO THE EVENT

1. Name of Business/Organisation: _____
2. Name of Person responsible for the event: _____

3. Contact Address: _____
4. Phone number: (day) _____ (night) _____ (mobile) _____
5. Fax number: _____
6. Date of Event: _____ Alternative Date: _____

PLEASE NOTE THAT A PLAN SHOWING THE ROADS TO BE USED, THE ROUTE TO BE TAKEN & THE PLACEMENT OF BARRIERS & MARSHALLS MUST ACCOMPANY THIS APPLICATION

8. Name of roads required for event (please identify start and finish points of closure by landmark, e.g. intersection with another road, particular building etc):

9. Start time: _____ Finish time: _____
10. What traffic control measures will you have in place? (please specify details of marshalls, signs, cones, barriers, etc):

CONDITIONS: All applications are subject to the following conditions; further conditions may be added on processing of the application -

- 1) All application are administered by the Corporate Administration section of the Rotorua District Council, Ph (07) 348-4199, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046.
- 2) Applications involving road closures are to be lodged 3 months prior to the event, all other events require 6 weeks notice. This is to allow processing by the Council prior to the statutory advertising period.
- 3) All applications must be accompanied by a detailed plan showing the roads to be closed, the routes to be followed and the traffic control measures to be taken.
- 4) Applications for road closures are considered under the Transport (Vehicular Traffic Road Closure) Regulations 1965, which states:
 - *At least 42 days before the proposed period of closure of any road, the controlling authority shall give public notice ...in at least one newspaper circulating in the locality in which the road is situated of its intention to close the road to ordinary vehicular traffic, with details of the purpose of the closure, the period or periods of closure, and the provision made for vehicular traffic which would otherwise be using the road, and shall therein call upon persons affected to lodge with the controlling authority any objections thereto.*
 - *Any person affected by the closure of any road may lodge an objection thereto not later than 28 clear days before the proposed period of closure of the road.*
- 5) The period for objections to road closures closes 28 days prior to the date of the proposed event; if objections to a closure are received these will be considered by a Committee of Council after the close of the objection period.
- 6) The organisers of events involving road closures are responsible for contacting in writing all owners or occupiers of property adjacent to the road and explaining details of the closures and rights of objections during the same period that Council is advertising the proposed closures.
- 7) All motor sport events are required to pay a processing fee of \$250.00.
- 8) All motor sport events are required to pay a damage deposit, the amount of which will be determined by the Engineering section of Council during processing of the application and having regard to the likely impact of the event.
- 9) Other events may also be required to pay a damage deposit; this will be determined during processing having regard to the likely impact of the event.
- 10) The organisers of all events are responsible for meeting the full costs of advertising the closure/s.
- 11) Where an event requires the use of a reserve, the organiser is responsible for the booking of the reserve and of any equipment required (e.g. litter bins, port-a-loos).
- 12) The use of loud hailing equipment is prohibited in the Central Business District.
- 13) The organisers are responsible for ensuring that the area used is left clean and tidy following the event.
- 14) Advertising, signage or markings associated with the event should not be attached to or marked upon any road signage or road furniture.
- 15) Any directives of the Traffic Safety Branch of the NZ Police must be adhered to.
- 16) All emergency services have unrestricted right-of-way at all times