

Environmental Planning

Application Form (Temporary Activity / Events)



Tauranga City Council
 91 Willow Street
 Private Bag 12-022 Tauranga
 Phone 07 577 7000
 Fax 07 577 7034
 Website www.tauranga.govt.nz
 GST No. 51-938-283

Site Location Planner check

Street Address :

Suburb :

Legal Description :

Applicant Details Planner check

Applicant Name :

Address of Applicant :

Property Owner :

Occupant (if applicable) :

Address for Service Planner check

Agent Name :

Postal Address :

e-mail Address :

Phone & Fax No.s :

Type of Application/s Planner check

Temporary Activity

Temporary Event

Describe Proposal (in brief) Planner check

Attach additional pages as necessary

Supporting Information (attached) Applicant check Planner check

Assessment of District Plan Provisions - (accords with Chapter 11 – Part 11.3.3 and attached checklist)

The information supplied with this application is true and complete to the best of my knowledge. I understand the Council is relying on this information in making its decision on this application.

Signed – by applicant or person authorised to sign on behalf of applicant:

Date:

Planner check

IMPORTANT NOTE – HAVE YOU BOOKED YOUR LODGEMENT MEETING YET?

- Information provided with an application lodged with the Council is public information, unless classified otherwise.
- Council can only accept your application when all details are completed, all relevant information is provided, the application is signed and the deposit fees are paid.
- Although a hard copy is required. An **electronic** copy of all documentation & plans is strongly encouraged.

Council Stamp – date received:

Planner check

Council Application Reference:

RC

Council Customer Reference:

Council Receipt Reference:

Environmental Planning

Checklist – Temporary Activity / Event



Tauranga City

Disclaimer: This form is for guidance only. It does not comprise any type of Council approval, nor does it in any way prevent Council from making a request for additional information required to process the application

Supporting Information - General

Deposit Fee - \$500 deposit incl. GST (*Note – if resource consent is required, the deposit is \$1612*)

Certificate of Title (not less than 3 months old) & any restriction details – building line, covenant, consent notice, easements

Full set of Development Plans (Scale - 1:100 or 1:200) – refer District Plan Information requirements under Chapter 12.1

Specialist Assessments (Traffic, Noise) are from appropriately qualified experts

Applicant check	Planner check
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Planning and District Plan requirements

– What District Plan zone/s will the temporary activity be located in?

Applicant check	Planner check
<input type="checkbox"/>	<input type="checkbox"/>

General – have you addressed, how?

- the proposal will fit within the definition of temporary activity or temporary commercial use Yes / n/a
- the temporary activity will comply with the exterior lighting and glare rules for the zone Yes / n/a
- the temporary activity will comply with the hazardous substances rules and thresholds for the zone Yes / n/a
- the temporary activity will comply with Rule 24.2.1.6 relating to site access and vehicle crossings Yes / n/a

Applicant check	Planner check
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Traffic Matters – have you addressed, whether?

– the temporary activity will be for three or more consecutive days Yes / n/a

If yes, attach a Traffic Management Plan, addressing (without limitation) all site entry and access points, proposed parking solutions and layout to accommodate the number of patrons, pedestrian routes and traffic control measures that address any safety issues, whether a temporary road closure is required, and; what effect event patrons will have on normal traffic flows.

Note - The Traffic Management Plan must be prepared in consultation with, and agreed to by, Council (Group Manager – City Transportation) prior to the commencement of the activity.

– the temporary activity will take place near a State Highway Yes / n/a

If yes, are you aware of the need to notify Transit New Zealand not less than 10 working days prior to the commencement of the temporary activity, to enable any requirements of Transit New Zealand to be complied with.

Note - Under the Transit New Zealand Act 1989, Transit New Zealand has sole powers of control for all purposes of all State Highways. Pursuant to those statutory powers, Transit may have particular requirements for managing the effects on State Highways of particular activities – over and above the Council's requirements.

Applicant check	Planner check
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Noise Matters – have you addressed, how?

– the temporary activity will comply with the noise disturbance rules applying to the zone Yes / n/a

Note – Chapter 11 of the District Plan contains specific criteria under 11.3.3.1(b)(v) relating to hours and duration of operating amplified sound systems, maximum noise levels in relation to residential properties, and noise levels being measured and assessed in accordance with the requirements of the New Zealand Standards NZS 6801:1991 "Measurement of Sound" and NZS 6802:1991 "Assessment of Environmental Sound" or any superseding codes and/or standards.

Note – An acoustic noise assessment from a suitably qualified and experienced noise consultant may be required.

Note – Provided the road is not formally stopped, events in the Road Zone do not need to comply with noise rules.

Applicant check	Planner check
<input type="checkbox"/>	<input type="checkbox"/>

Building Matters – have you addressed?

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> – any temporary buildings, structures and cell sites will not remain on site for more than seven days Yes / n/a <p><i>Note – Individual carnivals, fairs, galas, public meetings, filming, concerts, sporting and other special events and associated temporary buildings, structures and temporary cell sites for mobile telephone usage, shall not remain on the subject site for longer than a period of seven days in any calendar year.</i></p> | Applicant
check
<input type="checkbox"/> | Planner
check
<input type="checkbox"/> |
|---|--|--|

Temporary Signage Matters – have you addressed, how?

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> – any temporary signage will comply with the provisions for the zone Yes / n/a <p><i>Note – Chapter 11 of the District Plan contains specific criteria under 11.3.3.1(g)(ii) relating to Real Estate, Construction, Public Election, and Public Notification Signage.</i></p> <p><i>Note – Event related signage – may be displayed within a period of four weeks before, to three days after the event.</i></p> | Applicant
check
<input type="checkbox"/> | Planner
check
<input type="checkbox"/> |
|---|--|--|

IMPORTANT NOTE

Any temporary activity that does not meet one or more of the permitted activity conditions listed in Chapter 11 of the District Plan under 11.3.3.1(a) – (f) requires an application for resource consent.

If resource consent is required, you need to address the 'Non-Compliance with a Permitted Activity Condition or Controlled Activity Standard or Term' for Limited Discretionary Activities applicable to the zone in which the temporary activity is located.

For comprehensive information requirements, refer to the Fourth Schedule of the Resource Management Act 1991, and Chapter 12 of the Tauranga District Plan (Chapter 12).

Other Council Information relating to Bylaws and Event Management – have you addressed?

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> – the activities that make up the event, including purpose and target audience – the dates, times and duration that the event is proposed to be staged – whether the venue is fit for the purpose, in terms of whether the event is to be wholly contained (excluding carparking) within an existing building or structure that was designed and built for another purpose – details of attendance and servicing, including: anticipated numbers of participants/patrons, staff, security; provision for hospitality (food, beverages, alcohol); provision for infrastructure (stages, seating, parking, structures, tents and road closures) – temporary structures being signed off by a suitably qualified and experienced structural engineer Yes / n/a – whether a building consent is required Yes / n/a – details of advertising methods, in terms of signage, promotion and street flags Yes / n/a | Applicant
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Temporary Activity Definitions

- Temporary Activity means (a). Temporary building associated with an approved building or construction project; (b) Use of a caravan or other mobile form of accommodation for the purpose of accommodation; (c) Individual carnivals, fairs, galas, public meetings, filming, concerts, sporting and other special events and associated temporary buildings, structures and temporary cell sites for mobile telephone usage that comply with the New Zealand Standards relevant to electromagnetic emissions
- Temporary Activity (Sign) means any sign not intended for permanent display, on a site or on a road, or which is erected and removed in relation to: (i) advertising a community event, (ii) electioneering, (iii) identifying construction sites, (iv) hazard identification and warning, (v) selling of land or buildings.
- Temporary Commercial Use means an activity which requires a charge to participate or involves the sale of goods or hire of equipment, products or materials to persons using land or buildings in a Recreation A or B Zone or a Conservation Zone.

Although a hard copy is required. An electronic copy of all documentation & plans is strongly encouraged.

Environmental Planning

Lodgement Meeting Outcome



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Street Address

Council Reference **RC**

Meeting Record

Date

Time

Attended By

Applicant
Agent / Specialists

Council Staff

Meeting Notes

Use additional pages as necessary

Meeting Outcome



Accepted – to be vetted for adequacy of information

Under s88(3) of the Resource Management Act, if an application does not include an adequate assessment of environmental effects, within 5 working days after first lodged, the Council may determine the application is incomplete and return it with written reasons.



Not Accepted – for the reasons stated below

Applicant check Relodge check Planner check

1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Retain original copy for the file / Supply copy to the Applicant / Agent