|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please try to answer as much detail as you can on your proposal on the form below. Once you have provided as much detail as you can, please send your completed form to [info@Taupо̄.govt.nz](mailto:reservebooking@taupo.govt.nz) .  This information will assist in our initial assessment of the proposal. We will endeavour to come back to you with any initial questions within 10 days, as multiple parts of the organisation will need to provide preliminary input. At that time, we will outline the likely next steps for your request.  Please note that any licences or leases generally require approval from one of Council’s governance groups and may require consultation depending on the nature of your proposal and alignment with the relevant rules and regulations. Any agreement will be subject to conditions requiring compliance with the necessary legislation and will also be subject to fees. | | | | | | | | | | | |
| **Business/ Organisation Name** | Click or tap here to enter text. | | | | | | | | | |
| **Primary Contact Person** | Click or tap here to enter text. | | | | | | | | | |
| **Email Address** | Click or tap here to enter text. | | | | | | | | | |
| **Phone Number** | Click or tap here to enter text. | | | | | | | | | |
| **Your Postal Address:** | Click or tap here to enter text. | | | | | | | | | |
| **Please identify what type of activity are you proposing** | Community/Non profit  Commercial | | | | | | | | | |
| **Please provide a comprehensive description of your proposed activity. The more detail the better to assist with timely assessment of your enquiry** | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | |
| **What is the address and indicative location for where you wish to undertake your activity** | Click or tap here to enter text.  You can utilise our [map system](http://gis.taupodc.govt.nz/Html5Viewer/?viewer=mapi) to show us where you propose to operate | | | | | | | | | |
| **Does your activity involve establishing any buildings or structures? (e.g. marquees, gazebos, cabins etc)** | **No**  **Not Sure**  **Yes**  - *please provide details including any images, dimensions or plans you have.*  Click or tap here to enter text.  Will [*building consents*](https://www.taupodc.govt.nz/rules-regulations-and-licenses/building-and-renovations/building-consent-information) be required? **No**  **Yes**  **Not Sure** | | | | | | | | | |
| **Will any physical works be required (e.g. earthworks, vegetation clearance, installation of vehicle access etc)** | **No**  **Not Sure**  **Yes**  - *please provide details including any information as to location and where applicable remediation options upon cessation of activities*  Click or tap here to enter text. | | | | | | | | | |
| **How many visitors (customers) do you expect to site daily** | Click or tap here to enter text. | | | | | | | | | |
| **When do you wish to operate** | From Click or tap to enter a date. To Click or tap to enter a date. | | | | | | | | | |
| **What days of the week do you wish to operate:** | Mon | | Tue | Wed | | Thur | | Fri | Sat | Sun |
| **What are your preferred hours of operation** | Click or tap here to enter text. | | | | | | | | | |
| **Do you plan to be able to have vehicle access to the site?** | **No**  **Not Sure**  **Yes**  - *please provide details including any images, dimensions or plans you have*  Click or tap here to enter text. | | | | | | | | | |
| **How many staff and visitor vehicles do you anticipate your activity will generate at any time and where do you think this may/can be accommodated** | Click or tap here to enter text. | | | | | | | | | |
| **Do you plan to leave anything onsite overnight?** | **No**  **Yes**  - *Please detail below*  Click or tap here to enter text. | | | | | | | | | |
| **Please describe any proposed signage including where you hope to locate this – please include as much detail as possible (including photos if any)** | Click or tap here to enter text. | | | | | | | | | |
| **Please outline why the proposed location is preferred and what other sites were considered with any reasoning** | Click or tap here to enter text. | | | | | | | | | |
| **Will you require access to any services?** | Water | Wastewater | | | Power | | Other – please outline | | | |
|  |  | | |  | | Click or tap here to enter text. | | | |
| **Do you plan to sell food or beverages?** | **No**  **Not Sure**  **Yes**  Do you have the appropriate [permits](https://www.taupodc.govt.nz/rules-regulations-and-licenses/do-it-online/food-licensing-applications)?  **No**  **Yes**  **?** | | | | | | | | | |
| **Do you plan to sell alcohol** | **No**  **Not Sure**  **Yes**  - Do you have the necessary [licence](https://www.taupodc.govt.nz/rules-regulations-and-licenses/alcohol-licensing)?  **No**  **Yes** | | | | | | | | | |
| **Is your activity classified as an** [**amusement device**](https://online.taupo.govt.nz/online-services/new/amusement-device-permit/step/1)**?** | **No**  **Not sure**  **Yes**  - Do you have the appropriate [permits](https://www.taupodc.govt.nz/rules-regulations-and-licenses/do-it-online/food-licensing-applications)?  **No**  **Yes** | | | | | | | | | |
| **Do you require a** [**trading in public places licence**](https://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygym/hierarchy/our-council/policies-plans-and-bylaws/bylaws/documents/bylaws-2016/Trading-in-Public-Places-Bylaw-2016.pdf)**?** | **No**  **Not sure**  **Yes**  - Do you already have the appropriate [permits](https://www.taupodc.govt.nz/rules-regulations-and-licenses/do-it-online/food-licensing-applications)?  **No**  **Yes** | | | | | | | | | |
| **Have you consulted with anyone in relation to your proposal  *Please Note that consultation may be required with other entities. Any details you can provide may assist with the progression of your request.*** | **No**  **Yes**  *Please provide a summary including any contact details and feedback received (Feel free to attach copies when submitting this form):*):  Click or tap here to enter text. | | | | | | | | | |
| **Does your activity involve any use of Lake Taupо̄?** | **No**  **Yes**  - Have you applied for/obtained [permission from Taupo Waters Trust](https://www.tuwharetoa.co.nz/taupo-waters-trust/)?  **No**  **Yes**  **?** | | | | | | | | | |
| Have you discussed the proposal with the Harbour Master?  **No**  **Yes**  *Please provide any details on these aspects below* | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| **Does your proposal align with the relevant** [**Reserve Management Plan**](https://www.taupodc.govt.nz/council/plans-and-strategies/reserve-management-plans) | **No**  **Not sure**  **Yes**  **N/A – Not a reserve site**  *Please provide details below and Plan references as appropriate to support your view or reasons why you feel your proposal is appropriate in this location* | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| **Do you propose to use a drone?** | **No**  **Yes**  - Do you have the appropriate [permits](https://www.taupodc.govt.nz/repository/libraries/id:25026fn3317q9slqygym/hierarchy/our-services/a-to-z/documents/RPAS%20Permit%20Application%20Form.pdf)? **No**  **Yes** | | | | | | | | | |
| **Does your proposal comply with the** [**District Plan Provisions**](https://taupo.isoplan.co.nz/eplan/) **for the site?** | **Yes**  **No**  - Have you obtained consent for your proposal? If not you will need to apply for [consent here](https://www.taupodc.govt.nz/rules-regulations-and-licenses/do-it-online/resource-consent-applications) Please advise us of the consent/ application number below if you have obtained or applied for consent, or provide a description of what you require consent for  Click or tap here to enter text. | | | | | | | | | |
| **Do you have a health and safety plan or alternative safety procedures of relevance?** | **No**  **Yes**  Will be developed  *Check out our information/ assessments for similar activities* [*event safety*](https://www.taupodc.govt.nz/community/events/event-safety) *guidance* a*nd provide an overview below*  Click or tap here to enter text. | | | | | | | | | |
| **Please detail how you propose to manage waste including any waste minimisation strategies you will have in place:** | Click or tap here to enter text. | | | | | | | | | |
| **Does your proposal involve or require any of the following:** | **Road Closure?** | | | | **No**  **Yes**  - [a traffic management plan and road closure permission would be required](https://www.taupodc.govt.nz/community/events/traffic-management-and-signs) | | | | | |
| **Filming or Photography** | | | | **No**  **Yes** | | | | | |
| **Noise generation** | | | | **No**  **Yes** | | | | | |
| **Occupation of any part of a road** | | | | **No**  **Yes** | | | | | |
| **Other** | | | | **No**  **Yes**  - please describe below  Click or tap here to enter text. | | | | | |
| **General Comments – please provide any further detail you may consider relevant to your proposal** | Click or tap here to enter text. | | | | | | | | | |