

Road Usage Licence Application

(Special Licences-Infrastructure) 2016

Absolutely Positively
Wellington City Council
Me Heke Ki Pōneke

This licence is an application to use part of the footpath or road for a function or event.

General information

When applying, certain requirements must be met:

- Only footpath or road in front of the venue's frontage can be applied for.
- A clear plan of how much area is being requested.
- A clear plan as to how the safety barriers will be set up.
- Location of any marquees and also size of marquees to be used.
- A clear plan of the proposed pedestrian thoroughfare (a minimum of 1.5m of footpath must be kept clear for pedestrian use around the site; this is part of the area to be applied for. Some locations may require keeping a greater area of footpath open; this will be brought to your attention when you apply.)
- The permit must be for a special event, the event should be linked to a larger event taking place within the city (such as a test match or St Patrick's Day) or an event which is linked to an event (such as a concert) or for a private function.

This licence can take up to 15 working days to approve. This time period is separate to the time requirements of liquor licencing.

The road usage licence is not a liquor licence (or special licence). If you are unsuccessful in receiving a special licence then the payment for the road usage licence may not be reimbursed.

A road usage licence is for a one-off event and may only be used once to the dates and conditions set.

Corridor access requests & code of practice for working on the road

A corridor access request will be required; this ensures that public property will be returned to the state that it was in prior to the start of the private works. Corridor access requests are completed online via submitica.co.nz

The code of practice for working on the road is a Wellington City Council document that outlines all requirements for any work on the road. The footpath, berm and batter are considered part of the road.

Payment

An application processing fee of \$65, as well as an additional \$35 license fee, is payable for all temporary private use of road reserve for special events. Please note the sole use of road reserve may incur an additional cost of \$3.33 per square metre.

Return to:

Once you have completed this document return to the Street Activities Officer at either:

Mail to: Wellington City Council
PO Box 2199
Wellington

Email: streetactivities@wcc.govt.nz

Please complete all the white boxes and submit detailed plans. Incomplete applications will be returned.

Applicant Details

Name:	
Role:	
Mailing address:	
Phone number:	Mobile number:
Email:	Fax:

Venue Details

Name of venue:
Physical address:

Event Details

Name of event:	
What is the purpose of the event:	
Is the event by "Invite only"? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of event:
Start time:	Finishing time:
Set-up time: <i>(If traffic management is required this time should include the time needed to set up the site)</i>	
Break-down time: <i>(If traffic management is required this time should include the time needed to break down the site)</i>	

Site Details

What area is being applied for?
What fixtures will be within the area: <i>(Tables, umbrellas, etc)</i>

If a marquee is being used, please provide dimensions and location on site:
(Permission may be required for marquee from other areas of the Wellington City Council such as Building Consents and Licencing)

If you are planning for any cooking facilities please list what and indicate placement on plan:
(Permission may be required for marquee from other areas of the Wellington City Council such as Building Consents and Licencing)

Please identify any unusual items you plan to use in this area:
(Such as vehicles, stages, etc)

Attach a picture or plan of the site and the set-up: **A plan must be submitted with application.**

(This plan needs to identify the internal and external barriers, the footpath diversion, and define the area you wish to use, provide measurements or number of carparks being requested, placement of items within the site including tables, entry and exit points to the area. A plan is required for every application.)

Depending on the road usage, traffic management may be required; if so a Traffic Management Company (TMC) would have to be contacted and provide a traffic management detailed plan. This would usually take place if a lane has to be changed or closed for the purpose of the event.

Completed and submitted by:

Signature:

Name:

Date: