

Temporary Vehicle Access Permit

A Temporary Vehicle Access Permit is required whenever a member of the public, company, or organisation requires temporary vehicle access to cross Wellington City Council parks, gardens, or reserve land.

To apply for a permit, complete this form and send two copies to: Senior Park Ranger, Parks & Gardens, Wellington City Council, P O Box 2199, Wellington.

If the application is successful, the form will be signed by a Council representative and returned to you. This becomes your permit and should be kept with you while you access the area.

Applicant details

Company _____	
Contact person _____	Phone _____
Mobile _____	Email _____
Fax _____	
Address _____	

Access details

Site _____	Date _____	Time _____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____
Purpose <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>			
No. and type/s of vehicle/s _____			

Hazards (Senior Park Ranger to complete)

Hazards identified by the Wellington City Council include:

work to be carried out in proximity to:	site specific hazards:
<input type="checkbox"/> the public	<input type="checkbox"/> _____
<input type="checkbox"/> a play area	<input type="checkbox"/> _____
<input type="checkbox"/> traffic	<input type="checkbox"/> _____
<input type="checkbox"/> steep slopes	<input type="checkbox"/> _____
<input type="checkbox"/> a high-risk fire area	
<input type="checkbox"/> _____ walkway	
<input type="checkbox"/> _____ walkway	
<input type="checkbox"/> _____ walkway	

These hazards are in addition to those the applicant, as an expert in their field, shall identify and protect against.

Key/bond (Senior Park Ranger to complete)

The following bond/s apply:

Key bond \$ _____ General bond _____ Total bond payable \$ _____

Cheques are to be made payable to Wellington City Council and should be sent to Customer Service Officer, Parks & Gardens Depot, Russell Street, Newtown, Wellington. Any keys required can be collected from the Depot.

Bonds will be refunded once the area is returned to normal and/or keys returned.

Terms & conditions

The applicant must:

- 1 Take all reasonable steps to minimise damage to the reserve/park and neighbouring properties. If any damage is caused to the reserve/park or Council property by the vehicle operations allowed under this permit (vehicle operations) then the applicant will make good that damage by reinstating the property/site to the standard it was in prior to the damage occurring, or pay for such reinstatement by the Council
- 2 Not restrict public access through the reserve/park or public use of the reserve/park at any time. The applicant acknowledges that its right to use the reserve/park is not exclusive
- 3 take all practical measures to ensure the health and safety of all persons affected by the vehicle operations, including but not limited to all users of the reserve/park and all adjoining property owners
- 4 not place or store any materials on the reserve/park or bring any dangerous or noxious substances onto the reserve/park
- 5 not park any vehicles on the reserve/park other than those that the applicant has specifically been granted the right to park under this permit
- 6 obtain all necessary consents and comply with their conditions
- 7 Comply with all relevant Acts and Bylaws, including but not limited to the Health and Safety in Employment Act 1992. By signing this document the applicant acknowledges that it has notice and knowledge of all relevant laws, statutes, regulations and bylaws
- 8 Be familiar with the site and identify hazards that could occur during the temporary vehicle operations. The Council may in its absolute discretion require the applicant to prepare a safety action plan in case any hazard occurs or is encountered. A copy of the safety action plan must be provided to the Council along with this application if requested
- 9 ensure all personnel and operators of the vehicles are appropriately trained and qualified and exercise a reasonable level of professional and technical skills during the vehicle operations
- 10 Place signs around the access area, including a sign at the reserve/park entrance warning that the vehicle operations are taking place and notifying the public of any associated dangers. These signs must remain in place while the vehicle operations are taking place, and must be removed immediately at the end of the vehicle operations
- 11 indemnify the Council from:
 - 11.1 All damages or loss resulting from any act or omission on the part of the applicant, their employees, sub-contractors or invitees. The applicant, their employees, sub-contractors or invitees shall recompense the Council for all expenses incurred by the Council in making good any damage to the reserve/park or other property resulting from any such act or omission
 - 11.2 all actions, suits, proceedings, claims, costs (including legal and debt collection fees) and demands whatsoever which may be made or brought against the Council by reason of the vehicle operations by the applicant and their employees, sub-contractors or invitees, or by reason of any act or omission or negligence of the applicant and/or their employees, sub-contractors or invitees
- 12 The applicant acknowledges that the Council is executing this agreement as property owner. Nothing herein implies the granting of any regulatory consent. Any consent or approval of the Council acting in its regulatory capacity shall not be construed as a consent or approval of the Council as a party to this document
- 13 the Council gives no warranty:
 - 13.1 as to the stability or condition of the reserve/park; and
 - 13.2 that the reserve/park is fit for the purposes required by the applicant
- 14 The Council reserves the right to refuse to grant a permit for this application in its absolute discretion.
- 15 The Council reserves the right to impose further restrictions and/or requirements upon the applicant prior to granting a permit.

Declaration

I agree to comply with the conditions and to take all necessary precautions related to the temporary access of vehicles to Wellington City Council reserves/parks.

Signed _____ (the applicant)

Date _____

Temporary permit approved

I _____ (on behalf of the Council) grant the applicant a temporary vehicle access permit for the operation detailed above.

Signed _____

Date _____