

Hamilton City Council

Application for Other Activities on Footpaths Permit

Company Name and/or Name			
Name of Business			
Premise Address			
Postal Address (if different)			
Contact Person		Phone	
Mobile		Email	

1. Please outline briefly the type of event or activity that will be undertaken in the area.

2. Indicate the proposed dates, hours and duration of the event or activity.

3. Public Liability Insurance Information (minimum \$2,000,000 required)

Name of Insurer	
Policy No	
Expiry Date	
Amount of Public Liability Cover	

CHECKLIST:

- Payment for permit (75% refundable if application declined)
- Copy of insurance certificate specifying details of public liability insurance

Customer Signature		Date	
Fees Due	\$85 admin fee + \$20 per event		

The personal information that you provide on this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement (available at <https://www.hamilton.govt.nz/privacy> and at our Libraries, Pools and the Municipal Building, Garden Place) and with the Privacy Act 1983. The Privacy Statement explains how we can use and share your personal information in relation to the interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this statement before submitting this form.

Please be advised that as part of the processing of your application a warranted officer of the Hamilton City Council may need to conduct a site visit to measure the designated area for the event.

OFFICE USE ONLY

Receipt No.		Date	
A/C Code	02890.0110.0100		
Permit Valid From		To	
Staff Signature		Date	

Applications can be delivered to Customer Services, Ground Floor, Municipal Building, Garden Place; posted to City Safe Operations, Hamilton City Council, Private Bag 3010, Hamilton; or emailed to permits@hcc.govt.nz

PAYMENT OPTIONS

Note: For your application to be processed your payment must be received together with this form.

Pay in Person

You can make your payment at the Hamilton City Council Offices which is based in Garden Place (between Victoria Street and Anglesea Street) in Hamilton. Payment can be made by cash, cheque, eftpos or credit card (Visa and Mastercard only). Please note for credit card payments an additional merchant fee of 1.2% will be added to the transaction amount.

Pay by Post

Please send your cheque together with this application form to: City Safe Operations, Hamilton City Council, Private Bag 3010, Hamilton 3240.

Pay by Direct Credit

You can make an online payment through your internet or phone banking by using the information below.

Account Information	Account details
Name of account	Hamilton City Council
Account number	02 – 0316 – 0030142 - 06
Particulars (to appear on HCC statement)	Debtors
Code (to appear on HCC statement)	02890.0110.0100
Reference (to appear on HCC statement)	Business Trading Name

TERMS AND CONDITIONS

In accordance with Council's Public Places Policy the following terms and conditions will apply. For a full version of the Public Places Policy please visit www.hamilton.govt.nz

- i. Voice enhancement equipment, including microphones, amplifying equipment and loud hailer are not permitted.
 - ii. A reasonable level of noise is to be maintained at all times having regard to the place and situation. If, at the Council's discretion, it is decided that a reasonable level of noise has not been maintained a permit may be revoked.
 - iii. The activity must not impede or inconvenience the flow of traffic, pedestrians and customers.
 - iv. The activity must not interfere in traffic visibility.
- Council reserves the right to add conditions to your application