

# 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.

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

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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           | \$96 admin fee + \$25 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          | W517.0010.0100 |      |  |
| 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](mailto: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, eftpos or credit card (Visa and Mastercard only). Please note for credit card payments an additional merchant fee of 1% will be added to the transaction amount.

**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)        | W517.0010.0100           |
| 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](http://www.hamilton.govt.nz)

- Voice enhancement equipment, including microphones, amplifying equipment and loud hailers are not permitted.
  - 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.
  - The activity must not impede or inconvenience the flow of traffic, pedestrians and customers.
  - The activity must not interfere in traffic visibility.
- Council reserves the right to add conditions to your application