



<b>Date(s) of Event</b>		
<b>Event scoping day, if required</b>		
<b>Name of Organisation:</b>		
<b>Name of Event</b>		
<b>Type of Event:</b>		
<b>Anticipated number of Participants:</b>		
<b>Event start time:</b>		
<b>Event finish time:</b>		
Applicant Name:	Applicant Postal Address:	
Contact Phone No:		
Event Manager(s): <i>Please list the individual(s) responsible for the event(s) while being held.</i>		
Person 1: .....Phone:.....		
Person 2: .....Phone:.....		
Person 3: .....Phone:.....		
Person 4: .....Phone:.....		
Does the organisation possess an event health & safety plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does Crown Forestry have a copy on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the organisation possess public liability/fire insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does Crown Forestry have a copy of this insurance on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is specialist equipment to be used for the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what?		
Are there any activities related to the event which require prior approval from the Forest Operations Manager?	Yes <input type="checkbox"/> Please provide details.	No <input type="checkbox"/>
Are there any dates which clash with other events in the forest? <b><i>Please check the Event Calendar on our website</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If there are clashes, what are the dates, and with which organisation:		
<b>Signed by applicant:</b>	Date:	
Is approval given for the event	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:		
<b>Signed by Crown Forestry:</b>	Date:	

Please return to:-

Crown Forestry **or** email to [crown.forestry@mpi.govt.nz](mailto:crown.forestry@mpi.govt.nz)  
PO Box 1340  
Rotorua 3040

## IN CASE OF EMERGENCIES CALL 111

### ***Important Please Note:***

1. Keys to Waiuku Forest are available from the following office:

Waiuku Information Centre  
2 Queen Street  
Waiuku

Tuesday to Sunday 10:00am to 3:00pm (June to October)  
Tuesday to Sunday 10:00am to 4:00pm (November to May)

2. The key must be signed out, by an individual who has their name on the Authorised Key Names list.
3. The key for access to Waiuku Forest is for legitimate purposes relating to the organised event only. These purposes include:
  - scoping areas prior to an event;
  - preparing the forest for an event (signage, barriers, minor works, etc);
  - access on the day of the event; and
  - post event clean-up.

Please note that any access for scoping or preparatory work in advance of the planned event is limited to one single day in the same week leading up to the event.

4. Event signage can be used, but must be removed following completion of an event. Do not spray markers and arrows on trees.
5. Please be considerate of other users of the forest.
6. Please remove all rubbish.
7. The event **must not** proceed until you have received your **approved** Event Application Form from Crown Forestry.