

Regulatory Compliance Unit

Application for Permit to Operate Amusement Device(s)

Amusement Device Regulations 1978

I / We
 Of

Contact Phone Number:..... hereby make an application for a permit to operate an amusement device(s).

Address:

Event held by:

From / On: To:

And certify that, having regard to the situation in which the device is erected, it can be operated without danger to persons operating or using it on or in its vicinity. In support of this application there is attached:

a) The device's Certificate of Registration:

Note: The original of the current Certificate of registration is to be presented with this application and to be available on site at the time of inspection.

Registration Number:	Device:	Owner:
.....
.....
.....

b) The prescribed fee: \$

Note: The Amusement Device Regulations 1978 (Clause 4) fixed the following fees (including GST):

- For one device: For the first seven days, or part thereof - \$11.50.
- For each additional device operated by the same owner: For the first seven days or part thereof - \$2.30.
- For each device: For each further period of seven days or part thereof - \$1.20.

Please inspect before (time): (on date):

Signed: Dated:.....

COUNCIL USE ONLY

Has the **original** Certificate of Registration been sighted and copied?:..... Yes No

Is the Certificate current?:..... Yes No

Is the Registration Number(s) on the application the same as that on the Certificate of Registration?:..... Yes No

Expiry date of Certificate(s):

Receipt Number: (Code S/AM – 83115 401/108/58)

Are there any other applications attached?: Yes No

General Conditions and Privacy Act information on page 2....

Accepted methods of payment: CASH – EFTPOS – CHEQUE - CREDIT CARD

General Conditions for Applicants

1. Applications must be accompanied by a current Certificate of Registration and the application fee. Therefore, faxed applications will not usually be acceptable.
2. Applications for weekend inspections will not normally be accepted after 5pm on the preceding Thursday. Applications for other days should be submitted at least two days before the event.
3. Applications should state exactly where the intended amusement device site will be and include an "inspect-by" time, a contact telephone number, e.g. Hagley Park on Saturday is not good enough.
4. Fees for permit applications are non-refundable. Applications are not transferable to other dates outside those on the original application.
5. No application fees will be accepted on-site on the day of the event, i.e. if you have not applied before the event then you do not operate.
6. Rides should not commence before the device has been inspected and the permit issued.

Applications may be made at the following Christchurch City Council Service Centres.

Location	Street Address	Business Hours
Civic Offices	53 Hereford Street	8am – 5pm, Monday - Friday
Akaroa Service Centre	40D Rue Lavaud	9am - 5pm, Monday - Friday
Beckenham Service Centre	66 Colombo Street	9am – 5pm, Monday - Friday
Fendalton Service Centre	Cnr Jeffreys Road & Clyde Road	9am – 5pm, Monday - Friday
Hornby	2/8 Goulding Avenue	10am - 2pm, Monday - Friday
Linwood Service Centre	Eastgate Mall, 1 st Floor, cnr Buckleys Road and Linwood Avenue	9am – 5pm, Monday - Friday
Little River Service Centre	4236 Christchurch Akaroa Road	8.30am - 4.30pm, Monday - Friday Closed 12.30 - 1.30pm
Lyttelton Service Centre	Bundy Building, 15 London Street	8.30am - 5pm, Monday - Friday
Papanui Service Centre	Cnr Langdons Road & Restell Street	9am – 5pm, Monday – Friday
Riccarton Service Centre	199 Clarence Street	9am – 5pm, Monday - Friday
Shirley Service Centre	36 Marshland Road	9am – 5pm, Monday – Friday
Te Hapua: Halswell Centre	341 Halswell Road	9am - 5pm, Monday - Friday Weekends - 11am - 7pm

PRIVACY ACT 1993

The personal information requested on this form is being collected by the Regulatory Compliance Unit of the Christchurch City Council so that we can process the application referred to. This information is required to comply with the licensing requirements of the Machinery Act 1950 and the Amusement Devices Act 1978.

This information will be held by the Council. You may ask to check and correct any of this personal information if you wish. The personal information collected may be shared with other unit of the Council. Under the Official Information and Meetings Act 1987 this information may also be made available on request to parties within and outside the Council.

Accepted methods of payment: CASH – EFTPOS – CHEQUE - CREDIT CARD