

A permit is required to land any kind of aircraft on a reserve in the Whakatāne District. Please return the completed application form along with the required attachments to:

Whakatane District Council **Attention:** Reserves & Bookings Administrator, Open Places & Spaces Team
openplacesadmin@whakatane.govt.nz Phone: 07 306 0500

Please allow at least 10 working days to process this application

Reserve Name / Location:			
A site plan of the area is required with this application			
Date of activity			
Proposed arrival time		Proposed departure time	
Applicant Name			
Business / Organisation			
Postal Address			
Business Phone			
Mobile Phone			
Email Address			
Name, mobile number and email address for contact person <u>during the activity</u> in case of emergency			
Purpose of activity			

Health and Safety	Please attach with this application
Public Risk Management plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Liability insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
A minimum Public Liability Insurance for \$5,000,000 must be held and a certificate must be provided in the Applicant's or the Company's name and should show the span of the date(s) of the activity.	
Every landing must be approved in writing by the Whakatāne District Council.	
This application is for Visual Attitude Flying only. If the aircraft will be flying on instruments, an approved flight plan must be provided with this application.	

Please sign acknowledging that you have read and understood the conditions printed on the reverse of this form:

Signed: _____ Date: _____

Total fee:	\$30.00	Date paid:	
Receipt number:		GL Code:	
<input type="checkbox"/> Approved <input type="checkbox"/> Calendar <input type="checkbox"/> Confirmation Letter sent		Initials _____	

Conditions and information relating to landing a helicopter (or other aircraft) on a Council Reserve

The Applicant agrees to:

1. Adhere to Section 17.22 of the WDC Consolidated Bylaw 2007.
2. Not land an aircraft or helicopter on a WDC reserve without express permission from WDC. After the application has been reviewed and approved, you receive a Letter of Confirmation from the Reserves & Bookings Administrator. Any special conditions will be included in the LOC.
3. Ensure that all applications for the landing of an aircraft or helicopter on a WDC reserve are submitted at least 10 working days prior to the event.
4. Ensure that all applications include:
 - Public liability Insurance; and
 - Public Management Plan for cordoning off of the landing site (using safety markers/barriers and signage) whilst the aircraft or helicopter is on the ground and during take-off of the aircraft or helicopter.
5. Stay updated and comply with all conditions of relevant regarding aircraft landings on reserves.
6. Ensure the aircraft is attended at all times whilst on a WDC reserve.
7. Not remain overnight on a WDC reserve.
8. Make payment upon receiving WDC approval. No refunds will be given as the fee only covers the cost of Council administration.

Council will:

1. Communicate with the CAA if rules have not been adhered to regarding the landing of aircraft, helicopters or illegal flight of drones.
2. Allow up to 10 flight movements in any 30 day period (with written permission as noted above). A flight movement is a single helicopter flight operation (i.e. arrival or departure). Maintenance procedures are excluded.
3. Require a Resource if more than 10 movements in a 30 day period.