

# Waimate District Council Special Street Performance Safety Plan



This Safety Plan is intended to assist groups in the development of a safety plan required for a Special Street Performance Licence (SSPL).

When planning a special event, there are many things that you must think about to ensure safety for everyone involved. In general a Special Street Performance Licence is required for all events where a performance is likely to present a health and safety risk to the performers, spectators and members of the community.

This document must be completed for all performances that include (but not limited to):

- Any flammable materials or hazardous substances
- Dangerous objects such as knives, spikes, nails etc.
- Items that operate under their own power, eg chainsaws, drills, power tools etc.
- Items that would normally be identified as a weapon
- Small children
- Animals
- Any performance involving heights

## Completing your Special Street Performance Safety Plan

To demonstrate you have evaluated all the hazards for your performance, you must complete this document in full and with sufficient information for Council to be satisfied you have considered all the potential risks, and have emergency procedures in place should something not go to plan.

If a question is not applicable, please write N/A; do not leave blank.

### Applicant details

Name of applicant:

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Name of group (if applicable):

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Phone number:

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Email:

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### Contact person regarding complaints and/or issues during the performance

Name:

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Phone number:

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**Additional Performers**

Please note each performer is required to hold an individual and current SSPL if they are to handle dangerous material or objects.

Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____
Name:	_____	Phone:	_____

**Training and Experience**

Please confirm, in detail, the level of training and experience of anyone taking part in this performance:

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**Reporting**

Please confirm your process for reporting incidents/ accidents:

Note - it is a legal requirement to report any serious harm incidents to WorkSafe NZ.

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Please confirm any previous accidents, incidents or near misses that have occurred at any time during previous performances:

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**Details of Performance**

Name/ title of performance: \_\_\_\_\_

Please explain in detail your performance:

Please attach a layout/ diagram of your performance.

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Please confirm in detail your procedures for dealing with:

- a. Spills, including drips and splashes

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- b. Uncontrolled fires

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- c. Staining ground surfaces

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**Emergency Procedures**

Please detail any potential emergencies that may occur during your performance:

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Please explain how persons involved in the performance are trained in how to deal with these emergencies

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If you are a sole performer, please confirm how you intend to seek emergency assistance if you are injured during your performance:

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Please confirm that you are, or have access to a current first aider: Please attach a current first aid certificate.

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**Location and Spectator Control**

Please attach a location plan indicating the size and area to be used for your performance.

What is your estimated spectator numbers at any one time? \_\_\_\_\_

Please confirm there will be enough standing room for all spectators? **Yes/ No** (please circle)

Please detail how your performance will not disrupt the normal flow of pedestrian traffic:

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Please explain how you will barrier your performance: (e.g. faced, gated etc.)

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If performance is not enclosed please explain how you intend to prevent spectators coming into contact with your performance?

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## Additional Information

Please use this space to provide with any other information you feel is relevant to your application:

Name of performer:

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Signature

Date / /

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Please note that completion of this safety plan is not confirmation of your Special Street Performance Licence, but instead the Regulatory and Compliance Group Manager will use this information to evaluate your proposed safety procedures in line with current Health and Safety regulations to support the license process. We may, at any time, require additional information or changes to the performance in the interests of safety before any Special Street Performance Licence will be issued and your performance can be undertaken.

If you require assistance or clarification around completing this form please contact Sue Kelly on 03 689 0000.

Please note incomplete applications will be returned to the applicant.