



POLICY FOR THE USE OF PUBLIC SPACE

SEPTEMBER 2019



POLICY FOR THE USE OF PUBLIC SPACE

SEPTEMBER 2019



Introduction

There are many public spaces in Palmerston North providing opportunities for community and commercial organisations to hold events and celebrations, to campaign and raise awareness, and to provide services and recreational opportunities for the community. This policy provides guidance for Council decision-making on applications for the use of these public spaces.

Strategic context

The Council's vision for Palmerston North is **small city benefits, big city ambition**.

Council's goals are for:

- An innovative and growing city
- A creative and exciting city
- A connected and safe community
- An eco city
- A driven and enabling Council

This policy contributes to Palmerston North becoming a city that is an exciting place to live, work and study, with great places for people and lots to do. Decisions about the use of public space will be made in the context of the wider Council goals.

Policy objectives and goals

The purpose of this policy is to encourage and enable a diverse range of activities and events to occur in public spaces.

This policy guides the Council's response to applications for the use of public space to achieve the following objectives:

- Encouragement and facilitation of a variety of uses for public space;
- Clear and accessible application and booking processes;
- Transparent decision-making in policy implementation;
- Appropriate level of control over activities to ensure potential negative effects are avoided, remedied or mitigated;
- Sufficient public access to open space, the Manawatū River, and other water bodies, to enable community recreation and enjoyment;
- Appropriate use and protection of places, buildings, and objects with significance to iwi;
- Commercial users of council land are not unfairly advantaged over established city businesses;
- Protection of urban amenity, heritage, and the natural environment.



Activities & events covered by the Policy

^ Shared or exclusive use of part or all of a public space

e.g. Saturday market, regular sport, pop-up restaurant, coffee cart, wedding

Activities & events not covered by the Policy

^ Use of Council owned and controlled buildings

e.g. community centre booking, commercial building leases

^ Casual and informal use of public space

e.g. school picnic in the park, chalk art

Definitions

The following definitions apply for the purposes of this policy:

Public space	Any outdoor area that is open to or used by the public and that is under the control of the Palmerston North City Council, and including, but not limited to, The Square, Railway Land, reserves, parks, riverbanks, roads, and verges
Commercial activity	Activity undertaken for profit and/or the benefit to the individual(s) or business(es) carrying on a trade, operation, occupation, or activity
Community activity	Activity for not-for-profit and/or benefit to the Council, community, community group, sport or recreation group, or charity using the space
Exclusive use	Where the space is used exclusively by the event or activity
Event	An organised temporary activity with set start and end times and dates, which is set-up in a public space
Short-term	A one-off event or activity of up to three days in duration
Long-term	Duration of any event or activity beyond one day



Guidelines

Implementation of this policy will follow these guidelines to achieve the goal of enabling and encouraging a diverse range of events and activities in public spaces.

1. General

Individuals and organisations wanting to use public space for an event or activity requiring shared or exclusive use of all, or part, of a public space must make an application to the Council.

2. Assessment of applications

In considering an application to use public space, and particularly where there are competing applications for the use of public space or high demand for a public space, the Council will consider whether the event or activity:

- supports the achievement of the Council's goals
- adds to the variety of events or activities available in Palmerston North
- enhances any precinct identities (e.g. Broadway as a hospitality precinct)
- provides an experience (rather than a simple commercial exchange)
- does not significantly limit the availability of space for general community use.

The purpose of these criteria is to inform Council decision-making, rather than to provide an exhaustive list of necessary criteria.

Depending on the nature, duration, and type of activity or event, Council may also consider:

- whether the event or activity is inclusive of and accessible to the wider community
- iwi feedback on the proposed event or activity
- the opportunity to enhance or celebrate the heritage values of the public space
- the opportunity to enhance or celebrate the natural environment of the public space
- the opportunity to contribute to preparedness for emergency response, disaster response, or national security concerns
- potential impact on existing city businesses.

Council may require applications to be subject to public consultation where an application is likely to be controversial, or where it is unclear if the proposal is consistent with the overall intent of the policy. Note that none of the criteria or considerations provided for in this policy outweigh the freedoms guaranteed under the Bill of Rights Act.

3. Compliance

Activities in public spaces must be managed in accordance with the Council's bylaws and policies, and with other governing legislation (including, but not limited to, traffic legislation, Resource Management Act 1991, and the Reserves Act 1977). Any compliance matters are outside the scope of this policy, and applications are subject to this policy in the first instance.

4. Fees and charges, and administration

Applicants should apply at least seven working days prior to a short-term or one-off event or activity, and 40 working days prior to proposed long term or repeated use, to allow for the necessary consultation or other processes.

Payment of a booking fee, bond, or rent may be required, depending on the nature of the event or activity, and on whether any permit, licence, or lease contract is required.

Fees and charges are subject to the annual review of fees and charges.

Information about the implementation of this policy will be available on the Council's website.

Monitoring

The implementation of this policy will be monitored and reported to Council by June 2022.





Te Kaunihera o Papaioea | Palmerston North City Council

pncc.govt.nz | info@pncc.govt.nz | 06 356 8199

Private Bag 11034, The Square, Palmerston North, 4442

