

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 license (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 License 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, 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 Auckland 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:

Name of group (if applicable):

Phone number:

Email:

Contact person regarding complaints and/or issues during the performance

Name:

Phone number:

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:

Reporting

Please confirm your process for reporting incidents/ accidents:

Note – if is a legal requirement to report any serious harm incidents to WorkSafe NZ.

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

Details of Performance

Name/ title of performance:

Please explain in detail your performance:
Please attach a layout/ diagram of your performance.

Please confirm in detail your procedures for dealing with:

a. Spills, including drips and splashes

b. Uncontrolled fires

c. Staining ground surfaces

Emergency Procedures

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

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

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

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

Location and Spectator Control

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

Please note that there are only two approved locations for the Auckland CBD: Queen Elizabeth Square and ?

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:

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

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

Additional Information

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

Name of performer: _____

Signature: _____ Date: ____ / ____ / ____

Please note that completion of this safety plan is not confirmation of your Special Street Performance License, but instead Auckland Council 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 License will be issued and your performance can be undertaken.

If you require assistance or clarification around completing this form please contact a Street Trading Inspector on 09 301 0101. Please note incomplete applications will be returned to the applicant.