

Waharoa (Matamata) Aerodrome Events

Name of Event:	Date of event and start/end time:
Key Contact Person:	Contact details:
Address for invoice to be sent (if required)	What activities will happening?
How many adults?	What part of the aerodrome is being used:
	<input type="checkbox"/> Camping <input type="checkbox"/> Power needed <input type="checkbox"/> Kitchen <input type="checkbox"/> Toilet block
How many children? (children under 16 years old must be accompanied by a person over 18 years)	Will additional cleaning/waste pick-up be needed: (our cleaners are scheduled for two cleans in summer and One clean in winter during the week)

<p>Which part of the operational area will be used and how? Any special requirements, difference to daily Aerodrome ops?</p>	<p>Airborne aerodrome traffic</p>
<p>There is no operational staff on site at the aerodrome. User groups will need to provide their own First aider and first aid supplies. Who is your qualified First Aider?</p>	<p>Details or qualifications of first aid provision:</p>
<p>Aerodrome speed limit is 10Km. How will you safely manage parking and moving vehicles for this event? Do you anticipate that the event will disrupt the normal use of the road?</p>	<p>User groups engaged (for example Matamata Aero Club or Piako Gliding Club):</p>
<p>Will there be any marquees or food/drink vendors? (Planning permission is needed for Marquees bigger than 100m² and they must be firmly secured to the ground. No bouncy castles, fireworks, amusement devices or animals such as pony rides allowed)</p>	<p>Is a NOTAM needed and wording: Please provide details of date, time and text required.</p>

- It is the responsibility of the event organiser to check their safety protocols and plans comply with appropriate CAA authorities and risks are managed appropriately prior to the event commencing. There will be a need for users to have their own safety management plans in place and for a safety conversation and briefing with the relevant user groups. MPDC does not have the expertise to determine the safety risks in the air.

- There is no MPDC staff on site at the aerodrome therefore it is important users familiarise themselves with the site safety map provided and clearly communicate the relevant hazards to users. MPDC manage safety on the ground. Please report any hazards/incidents/accidents.

- In case of emergency the Emergency Procedures and Operational Notes for NZMA (Matamata) must be followed. This can be found in the kitchen and user group club rooms.

- The kitchen has gas hobs, hot water, and fridges. There are no pans or utensils. Please ensure you remove all rubbish. Access to the skip bin can be pre- arranged. You cannot transport boiling water from kitchen to campsite. NOTE: Children must be supervised at all times in the kitchen, as the gas hobs are low.

NZMA Waharoa (Matamata) Aerodrome Site Safety Map

6393 State Highway 27, Waharoa

📞 Emergency Response: phone 111

📞 MPDC: phone 0800 746 467

🌐 www.mpdc.govt.nz



This is a **SMOKE FREE** site
NO FIRES



10 Vehicles
Maximum speed limit 10km



Kitchen:
Be aware of hot water, risk of burns, gas cookers.
Natural gas connection point.

Visitor information:

Children under 16 years must be accompanied by a person over 18 years.



Dogs on a leash at all times



Confined Spaces:
Water Tank & Waste Water Pump Wells. Deep water—risk of drowning.
Entry to by MPDC permit only. Confined space procedures are to be followed at all times.

MPDC Contractors:

Liaise with the Facilities Operations Manager to ensure you have a plan to manage safety for your work.
You may not access the Operational Area without authorisation.
Permits are required for hot work, confined space entry and work at height.
All electrical work must be completed by a qualified electrician. All electrical equipment used on site must be NZ53760 tested and tagged.



Children's playground
Vehicles moving in the vicinity, watch for children.

Operational area:

Be aware: aircraft may be landing, taxiing or taking off at any time. There are multiple users for this area, including light aircraft, gliders, model aircraft, helicopters, skydivers.
Be aware at all times.

This is a restricted area, including runways, taxi-ways, aircraft parking, re-fuelling area and hangar area.

Cars must follow boundary fences at all times.
Do NOT cross the airfield runway unless under the supervision of a club member.
Vehicles must put on hazard lights when moving on active airfield runway areas.



Toilets



First aid kit: users must provide their own first aid supplies



Fire Extinguisher



Emergency assembly point

To be completed by MPDC	
Aerodrome user groups informed of event	
Extra cleaning arranged	
Check of grass length	
NOTAM processed (if required)	
Safety conversation with relevant user groups and own aeronautical safety plan has been completed.	
Invoice sent	