



# Guide in applying to use Wellington Railway Station

Every day hundreds of passenger trains move through the t Wellington Railway Station carrying approximately 40,000 commuters. The station provides a unique venue for performances, product launches, and promotional activities.

If you are interested in using the Wellington Railway Station for any of the following activities please complete this application form.

- collect donations for a registered charity (Fridays between 7am - 9am)
- display or promote products, goods or services;
- launch a programme or event;
- perform inside the station building;
- undertake filming or photography within the Station.

## Eligibility criteria

- Your activity cannot conflict with other Wellington Railway Station tenants;
- Products, launches or events must not in any way portray KiwiRail in an unprofessional or unethical manner;
- If you are intending to film or photograph at the Station, on the platform or on a train, safety inductions and other safety certificates may be required;
- Collecting donations is prohibited for performances held at the Station - no busking is allowed;
- The Station cannot be used as a venue to raise public awareness for political, religious, or social issues.

## Operating hours

### Wellington Railway Station Opening Hours

**Monday** 05:00 – 23:15, **Tuesday** 05:00 – 23:15, **Wednesday** 05:00 – 23:15, **Thursday** 05:00 – 23:15,  
**Friday** 05:00 – 01:15, **Saturday** 05:30 – 01:15, **Sunday** 06:30 – 23:15

If you are wanting to use the venue to collect donations for a registered charity, these can only be done between 7am - 9am on a Friday.

## Completing the Application Form

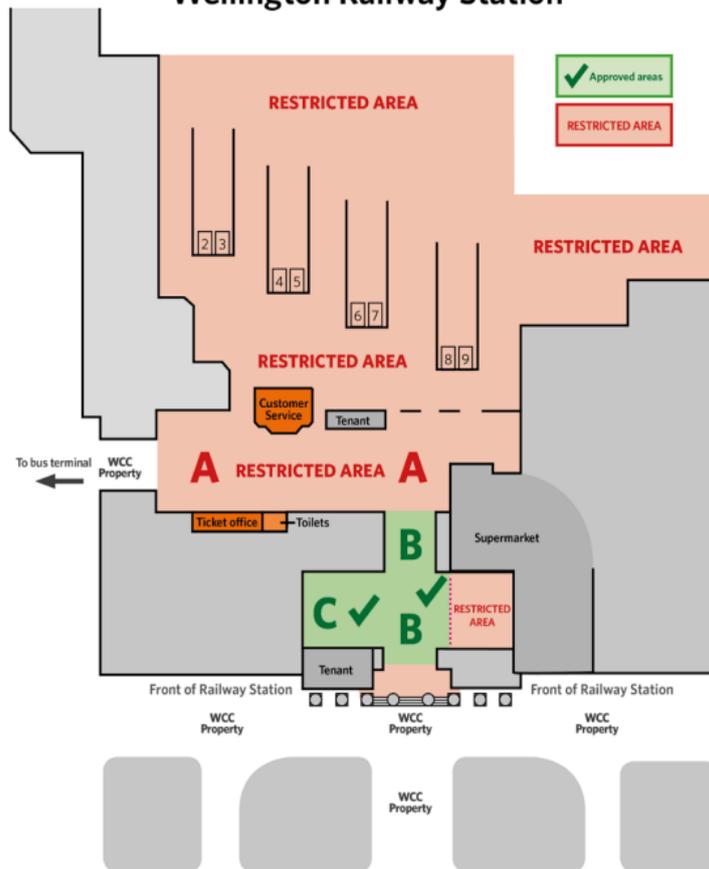
Please complete the online application form - [Application to use Wellington Railway Station](#)

## Areas available for use

The plan below shows which area can be used and for what purpose:



## Wellington Railway Station



Area	Collecting Donations	Performances	Event launch	Product promotion	Photography / filming
<b>A</b>	No	No	No	No	Yes, with conditions
<b>B</b>	Yes	No	No	Yes, with conditions	Yes, with conditions
<b>C</b>	Yes	Yes	Yes	Yes	Yes, with conditions
<b>Platforms</b>	No	No	No	No	Yes, with conditions
<b>Inside a train</b>	Greater Wellington Regional Council (GWRC) is responsible for passenger trains in the Wellington region (except the Capital Connection and the Northern Explorer). If you wish to undertake activities involving a train you must seek permission from GWRC on 0800 496 734 please also advise KiwiRail.				

If you wish to undertake your activity outside Wellington Station, you need to apply to the Wellington City Council for permission. Wellington City Council 0800 496 734

### Costs

A fee will be charged for use of the area. This will include costs for venue hire and may also include security, utility and building charges. A quote will be provided after receipt of the completed application form. You must also provide a copy of your Public Liability Insurance.

### Processing time

Processing of applications may take up to two (2) weeks from receipt of the completed application form and required documents.

To check the progress of your application, please email [leasing@kiwirail.co.nz](mailto:leasing@kiwirail.co.nz)

## Additional information

- Earthquake strengthening work on parts of the Wellington Railway Station has begun and as a result, scaffolding may be erected in the main atrium area of the building at any time. Because of this, we have had to review the space available for use by groups to collect donations, undertake promotional activity or hold events inside Wellington Railway Station. Please take the time to look at the changes and the new allocated spaces. We have allocated six spaces in Area B / Area C for collectors. However, if scaffolding is erected, you may be required to reduce the number of people in the Station to two. Please ensure that your collectors are aware of the correct sites.
- Please let us know if you would like to meet with KiwiRail staff prior to your activity taking place, in order to view the approved locations.
- Area A - the red floor area is no longer available as an area to undertake collections, promotional activity or performances.
- The areas marked as Wellington City Council property - the area in front of the station building, or in the tunnels that lead to the bus terminals, means you must approach the Council for permission to undertake any activity. Please contact the Wellington City Council on 0800 496 734.
- No activity can take place on the platforms or inside the shops within the Wellington Railway Station. In addition, your activity must not block doorways as commuters must be able to move safely in, out, and around the Station.

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Wellington Railway Station is an iconic building and has Heritage NZ Category One rating. The earthquake strengthening work currently being undertaken enables KiwiRail to preserve this iconic Wellington building for future generations. The work is scheduled to take place over the next 10 to 12 months.

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