



## **Planning for Events**

### **Introduction**

Anyone planning to hold an event within the Wanganui District needs to be aware of the requirements imposed by local authorities and central government.

Wanganui District Council is very conscious of the possible Health and Safety implications of various events and have produced these guidelines as an aid for event organisers to help ensure the public is safe at all events.

While the guidelines include comments in relation to most event planning considerations, they are not a comprehensive guide to all aspects of the planning and regulatory process. It is the sole responsibility of event planners to ensure that they have met all regulatory requirements.

### **Making Applications**

For any event that will take place in Wanganui District Council controlled areas such as parks, reserves, outdoor facilities, waterways, residential streets or regional roads, an application must be made to Council.

Council Customer Services staff will be able to assist with the application process and provide other relevant information as required.

Initial enquiries should be directed to

- WDC Customer Services 34 90001

All applications will require time to approve. This will depend on the nature and size of the event, and the number and type of permits required. It is advisable to approach the Council as early as possible to ensure your application will be approved before the event.

There may also be a fee involved for the issuing of some permits.

All applications must be in writing and directed to

- The Customer Service Centre, Wanganui District Council, Guyton Street, PO Box 637, Wanganui.

All applications must be supported by the following documentation

- Organisation/Contact details
- Programme of activities
- Site Plan/Event area
- Traffic Management Plans
- Risk Management Plans

Further documentation may need to be supplied as the planning of the event continues, such as

- Regulatory Licenses for
  - Amusement Devices
  - Building Permits (marquees, stages, scaffolding)
  - Dangerous goods
  - Evacuation schemes
  - Fireworks display
  - Food/Health
  - Liquor
  - Road Closures
  - Trading
  - Energy Supplies (electricity, generators, LPG, BBQ, fires)
- Noise assessment
- Parking
- Water
- Waste disposal
- Public transport
- Insurance
- Iwi approval

### **Amusement Device Licenses**

Amusement devices are required to be registered with the Department of Labour/Occupational Health and Safety Service, and licensed by Wanganui District Council to operate. This includes merry-go-rounds, ferris wheels and other interactive activities.

- WDC 34 90001
- Department of Labour 0800 20 90 20

### **Damage Bonds**

You may be required to pay a bond if you are hosting your event in a Wanganui District Council venue. This will be used to cover damage repair and clean up costs outside that which is considered normal. This bond is assessed based upon the nature of the event and is payable along with a deposit.

### **Emergency Services**

It is advisable that event organisers liaise with and inform the Emergency Services of their intentions. The numbers provided below are for routine matters only. In the case of an emergency please dial 111

- Police 34 90600
- Fire Service (All Enquiries) 34 80103
- Ambulance (St John, General Inquiries) 0800 785 646
- Hospital 34 81234
- Coastguard 34 44686

### **Excessive Noise**

If your event is likely to involve large crowds or amplified sound you may need to consult nearby businesses and residents.

## **Extending Shop Trading Hours**

If your event will take place in an area where there are shops, you may wish to discuss the possibility of extending trading hours with those shopkeepers. It may help to contact the

- Retailers Association 0800 472 472

Be aware that trading restrictions apply to all retailers on Christmas Day, Good Friday, Easter Sunday and until 1pm on Anzac Day. If your event will occur on any of these days you will need to seek an exemption for those traders that will be operating.

- Department of Labour 0800 20 90 20  
or General Inquiries 04 915 4400

## **Fire Hydrant Permits**

Where there is no suitable water supply on the event site, you may be able to use an alternative source, such as a fire hydrant.

- WDC Infrastructure 34 90510
- Wanganui Fire Service 34 80103

## **Fire Works**

All fireworks displays require Department of Labour Certificates.

- Department of Labour/Occupational Safety and Health Service  
0800 20 90 20

## **Fire Permits**

If you will be lighting fires or using braziers, you may be required to obtain permits.

- WDC 34 90001
- Wanganui Fire Service 34 80103

## **Food Stalls and Permits**

If you intend to have food traders at your event Wanganui District Council Environmental Health Officers will need to approve Trading Permits and Food Licenses.

Further details about who the traders are and what they intend to sell, may be required, as well details concerning water supplies and other facilities you will be providing for them.

Event organisers must ensure that all food traders are aware of basic food handling hygiene rules.

A fee may apply to trading which takes place on Council property.

Where possible it is advisable to use food traders who have an approved Food Handling Hygiene Certificate. This will ensure high standards are maintained.

Environmental Health Officers may attend events to ensure standards are being maintained.

## **Risk Management Plan**

A Risk Management plan is required for all events. It helps to identify all associated hazards, which may affect participants or others in the vicinity of the event, and indicates what control or action you have taken to eliminate, isolate or minimize each of those identified hazards.

Wanganui District Council must sight the Risk Management plan, although the Council does not approve these plans. The Wanganui District Council may request that aspects of the plan are referred to the Department of Labour/Occupational Health and Safety Service.

The event organiser is responsible for ensuring that the plan is appropriate for the event, and that it is followed. You must also be aware of and in compliance with the requirements of the Health and Safety In Employment Act 1992 and its Amendments.

If you have any concerns or require more information regarding aspects of the health and safety requirements contact

- Department of Labour/Occupational Health and Safety Service  
0800 20 90 20
- WDC Health and Safety Advisor 34 90001

## **Insurance**

If an event is to take place in an area which is usually open to the public and which has private property nearby, Wanganui District Council needs to ensure, where possible, that no injury occurs to members of the public and that no damage occurs to the property of others.

Event organisers must hold Public Liability Insurance, which will provide you with some protection if a third party brings an action against you or your event, or where there is a risk of damage. Without this cover you may be held personally responsible.

You may need to review your existing insurance policies in this regard or contact your insurance company for further information.

## **Liquor Licenses**

The Sale of Liquor Act 1989 (“SLA”) provides that you will need to obtain a special liquor license if you intend to supply alcohol at your event.

Copies of all applications for special licenses are sent to the Police and to a Licensing Inspector. If the special license is issued to an individual, this person must be on site at all times during operating hours. If the special license is issued to a company or other body, the SLA requires that a manager must be appointed.

## **Parking**

You may need to park vehicles in certain areas for longer than allowed when setting up and closing down your event. Exemptions can be obtained for this purpose under certain circumstances.

Parking restrictions will continue to apply for members of the public and those attending the event. Consider other available parking options, such as paddocks, school grounds, churches, as well as providing charter buses and a list of accommodation situated within easy walking distance of the event.

Consider assigning special parking for event employees and participants nearby and issuing a vehicle pass to those eligible.

## **River Usage**

If your event will involve the use of the Whanganui River and/or the river embankment then you will need to be aware of some additional requirements.

A separate application form for use of the Whanganui River and river embankment must be completed. An administration fee will also be charged with the application. Please be aware that an additional bond may also be required.

Written approval from Iwi must also be obtained and submitted with the application.

A detailed Site Map showing the various areas being utilised for the event both on the river and the embankment, and what those areas will be used for, as well as details of consultation with other river users such as the Waimarie and rowing clubs.

## **Road Closures or Disruptions to Traffic**

If your event is likely to affect the normal use of any road, from property boundary to property boundary, then you may require a traffic management plan.

If your event is on a State Highway, you will need to contact

- Transit New Zealand 34 54173

If the event is on a State Highway within the urban area, you will need to contact

- Transit New Zealand 34 54173
- Wanganui District Council 34 90001

For all other roads you must contact

- Wanganui District Council 34 90001

For any event that necessitates a road closure, Wanganui District Council requires a written application at least 6 weeks prior to the activity. Proof of consultation with affected parties such as retailers or residents within the proposed closed areas may be required.

Emergency Services should also be contacted to help plan for issues such as emergency access, security and crowd control.

Traffic Management plans must be provided from a suitably qualified individual. It is recommended that you employ the services of professionals to prepare and implement your plan.

They can also offer advice on what resources you will require, whether the use of volunteer marshals is acceptable, and help source all required signage, barriers and high visibility clothing.

These local organisations include:

- Opus International Consultants Ltd 34 96600
- Downer EDi Works 34 46548
- ID Loaders Ltd 34 89034
- B Bullocks &CO Ltd 34 58569
- Fulton Hogan 34 44600

## **Rubbish Removal**

The problems and planned solutions to the accumulation and removal of rubbish generated by events must be addressed during the planning stages. Event organisers must consider the number and placement of rubbish bins as well as the clean up of the event area.

## **Signage**

Wanganui District Council has rules relating to the size, placement and appearance of temporary signage. Before erecting any signage, you should ensure your signage complies with these rules, and that the required consents have been obtained.

Proposed signage on State Highways will require approval from

- Transit New Zealand 34 54173

## **Site Plan**

A detailed site plan of the event area must be provided to Wanganui District Council with the initial application. This plan will indicate the location of all activities, toilets, first aid stations, food stalls, parking areas, lost persons facilities, access for disabled people, security, refuse, etc

## **Sporting Events**

If you intend to run a sporting event contact

- Sports and Recreation Wanganui 34 81440
- [www.sportwanganui.org.nz](http://www.sportwanganui.org.nz)

They have expertise and knowledge in this area and will be able to help with sports events management plans.

## **Temporary Building Permits**

All temporary structures including tents, marquees and scaffolding may require a temporary building consent from Wanganui District Council. These structures will need to be included on the site plan submitted at the time of application.

## **Trading Permits**

If you intend to have traders selling goods and merchandise at your events Wanganui District Council may need to approve Trading Licenses.

## **Volunteers**

Few events are run without the assistance of volunteers. Event organisers should be aware of their responsibilities with regard to using volunteers.

- Department of Labour/Occupational Health and Safety Service  
0800 20 90 20

## **Safety Planning Guidelines and Forms**

For further information and useful guidelines to help plan your event refer to 'Safety Planning Guidelines for Events' produced by the Ministry of Civil Defence and Emergency Management in conjunction with NZ Police, NZ Fire Service, St John Ambulance and Local Government representatives.

A full set of templates, forms and checklists is available as an addition to the document.

- [http://www.civildefence.govt.nz/memwebsite.nsf/wpg\\_URL/For-the-CDEM-Sector-Publications-Safety-Planning-Guidelines-for-Events?OpenDocument](http://www.civildefence.govt.nz/memwebsite.nsf/wpg_URL/For-the-CDEM-Sector-Publications-Safety-Planning-Guidelines-for-Events?OpenDocument)