

# Event Permitting Masterclass

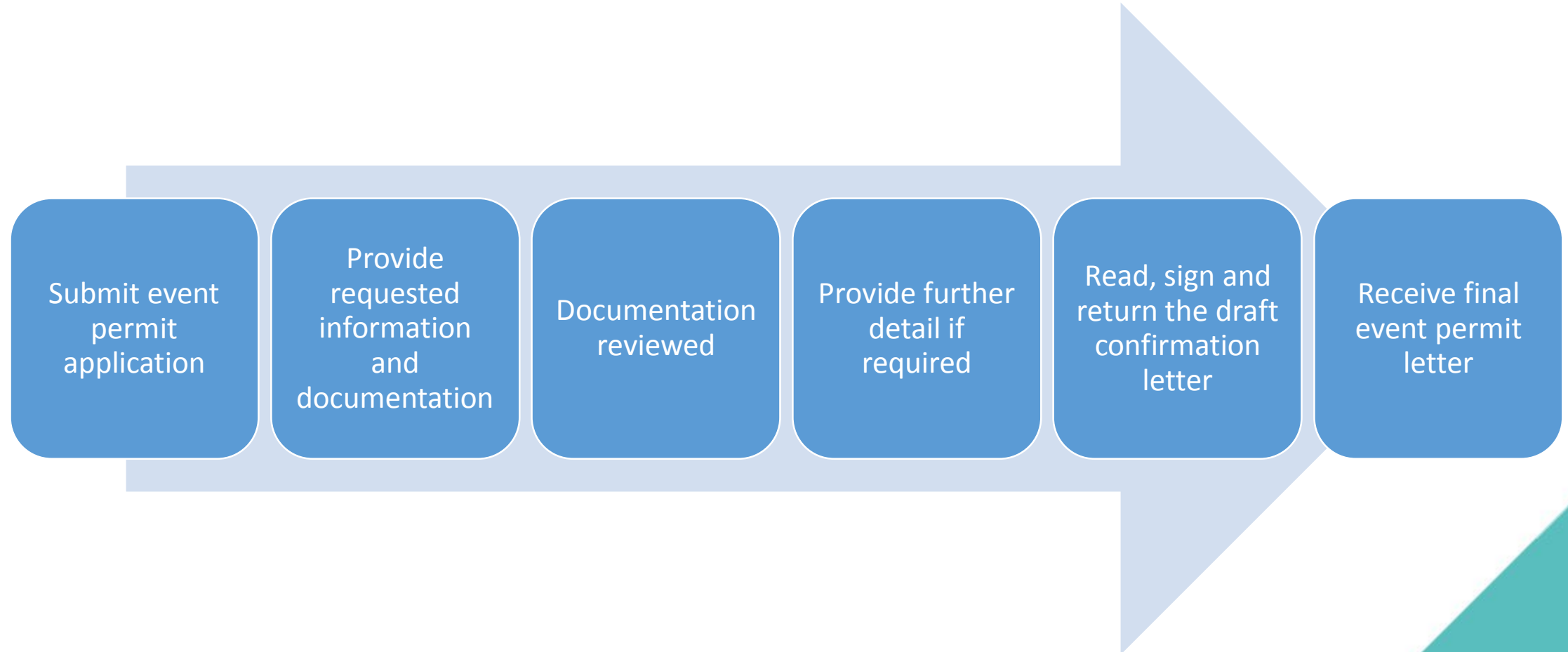
# Event Permit Overview

# Do I need an event permit?

You will need a permit if **one or more** of these conditions apply:

- ✓ Are you planning to have any infrastructure or cars on the grounds?
- ✓ Will any part of your event be restricting vehicle OR pedestrian traffic on a legal road (street, roads, cycleway, paths and city squares)?
- ✓ Will there be any amplified sound?
- ✓ Are you inviting the general public to your event, or expecting a large number of people to attend?
- ✓ Will food be sold or served at your event? \*There is an exception of a sausage sizzle that does not require any further compliance
- ✓ Will there be any inflatable or amusement devices?
- ✓ Are you serving or selling alcohol?

# The Event Permit Process



# Event Permit Timelines

Event type	Event parameters	Application notice required
Low Impact	Simple event with no road closures or multiple park use, minimal infrastructure, for example small community fair or gatherings.	5 weeks (minimum)
Medium Impact	Attendance of 4000 to 10,000 people, partial road/footpath closures and public transport disruptions or large infrastructure requirements, food and beverage trading. For example, public fun runs, music events with stages.	10 weeks (minimum)
High Impact	Attendance of over 10,000 people, road closures, multiple event sites, large infrastructure builds. For example, large fun runs, music events, parades, festivals etc.	6 to 8 months

# Events Partnerships and Development Team

- Email: [eventsdevelopment@ccc.govt.nz](mailto:eventsdevelopment@ccc.govt.nz)
- Website: <https://ccc.govt.nz/news-and-events/running-an-event>
  - Apply for an Event Permit
  - Events Health and Safety
  - Conditions for Events on Public Land
  - Fees for Events

# Parks and Open Spaces

Harry Roelofs

# Considerations when choosing a park....

- Capacity
- Amenities
- Car parking available
- Accessibility
- Other users of the grounds and marked sports fields
- Infrastructure already on site eg playgrounds
- Suitability



# Closure of grounds

- Parks staff have the authority to close grounds if adverse conditions require closure.
- If the activity is on a Sports Park please refer to the [Recreation and Sport notices](#) for closures after midday Friday.

# Vehicles on Parks Grounds

- The organiser shall not allow any vehicles to be used in Parks, Reserves or Squares without the prior written consent of Council.
- Essential vehicles on grounds must be at least 1 m away from the trees drip lines at all times.
- In case of wet weather the above approval of vehicle access onto Council parks is automatically void.

# Vehicles Access to Parks

- To obtain a parks key for vehicle access, please call 941 8888 and log a job request for a parks key booking and advise which Council Service Centre you would like to collect.
- Please note, there is a \$50 **CASH bond** required.

# Location of underground services

- The organiser shall arrange for the searching of records to determine the existence and position of pipes, cables and other utilities on or about the proposed event site.
- The organiser is responsible for protecting all utilities whether indicated or not and for arranging for their reinstatement or the repair of any damage resulting from its operations.
- Contact an underground locator supplier for marking, or Orion and Spark for maps of their underground services.
- If required, irrigation marking can be organised with the Park Manager through the EPDT advisor at the Event Organisers' expenses.

# Responsibility for clean up

- The organiser shall ensure that any area associated with the event is left in a clean and tidy condition, including surrounding streets.
- The removal and disposal of all rubbish associated with the event shall take place immediately after the activity and disposed of appropriately off site.
- The organiser will be invoiced for any necessary additional cleaning of the site at the Council's sole discretion.

# No damage to property

- The organiser shall ensure that all stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the activity or any set up or pack down period associated with it.
- The organiser shall ensure that nothing is fixed, hung or otherwise attached to any features of the park or reserve without prior approval from the Council's Event Development Team.
- The event organiser is responsible for any damage, **including actions or activity of event subcontractors**, resulting from the use of the site and the responsibility for the control of any nuisance that may eventuate.

# Re-instatement costs

- Any damage associated with the event will be at the cost of the event organiser. Any damage must be reported to the Council's Event Development Team in writing within 5 working days of the damage.
- Where damage has occurred as a result of the event or activity or when the area has been left in an untidy condition, the applicant is responsible for the cost of reinstatement to the Christchurch City property.
- Please be aware that costs can run into the thousands of dollars. Event Organisers are encouraged to budget for possible reinstatement costs and use protection i.e. profloor or trackmat, marshals, etc. to avoid damage in parks and gardens.

# Bond

- The organiser may be required to provide Council a bond, at least 4 weeks prior to the event.
- The purpose of the bond shall be to cover the potential costs of any breach of these conditions and also repairing any damage and undertaking any clean up work.



# Building Consents

Richard Neale and Andrew Eames

# When is an exemption required?

- Marquees/structure with floor areas over 100sqm
- Marquee/structure that will be in place for more than one month
- Stages where it is possible to fall more than 1.5 metres
- Free standing stages (ie not on a trailer or vehicle)
- Fences 2.5m or more in height

# How do I apply?

- We encourage you (or the supplier/contractor) to submit your application using [Online Services](#). You will need to register to use this service, however using the Online Services system minimises administration time for the Council and can lead to faster processing times.
- Alternatively you can download and complete an application for an [exemption from building consent \(Form B-004\)](#).
- You can also pick up an application form from any Council service centre, or we can post one to you if you call us on (03) 941 8999.

# Marquees

- Request is from a Council recognised and accepted marquee supply company.
- Request is accompanied by completed Council [form B-053](#) and all supporting documentation is attached (including producer statements, evacuation plans, details of alarms, lighting, heating, toilets, accessibility provisions etc.)

# Temporary Structures

- Short-term structures such as promotional or event-based e.g. performance stages, TV screens, lighting towers, temporary tiered seating etc.
- Structures may be more complex but have a short life; construction to be well monitored by reputable people (for example a chartered professional engineer - CPEng).
- Such structures will usually be outside and part of a well-organised event; they may have been given a building consent for a prior occasion and organisers have planned people management.

# What must be included in application?

- Completed application including the names and registration numbers of all relevant suitably qualified persons, when known and the previous experience that they have in the type of work proposed.
- Detailed written explanation of how compliance with the New Zealand building code will be achieved. This should consider the complexity of the work, the risks and consequences of it not complying, and any quality assurance that can be offered.
- In addition to any specific requirements noted above, provide one copy of all relevant drawings, supporting documents and specifications. For example, the drawings would usually include a plan, elevations, typical sections; and critical member sizes and critical construction details, if any.
- If an engineer is involved, a copy of the engineer's calculations and sketches including a producer statement - design.

# How much does it cost?

- Schedule 1 exemption application – fixed fee of \$590 (GST inclusive).
- Note that this fee applies whether the decision is to approve or decline the application.
- **Please note:** that fixed fees and minimum application fees do not always cover all of the consent related costs of an application.

# Deadlines and Consequences

- Get the applications in early, at least **10 days** before the event.
- If the Compliance and Investigations Teams become aware of a breach of the building act the use of the marquee will cease until the correct approvals are obtained.
- An infringement of \$1000 can be issued.



# Resource Consents

Emma Chapman

# Events under the District Plan

- The District Plan has a separate set of rules which apply to Temporary Activities, Buildings and Events (Chapter 6.2). These rules enable a diverse range of temporary activities and events to be held without necessarily requiring resource consent, provided that they are of short duration and their effects can be suitably managed.

# What events are permitted?

The Plan rules provide for the following as permitted activities:

- Community gatherings, celebrations, non-motorised sporting events and performances including: carnivals and fairs; festivals; holiday observances; races; parades; concerts; and exhibitions.
- Temporary buildings or structures and ancillary retailing associated with an event are also permitted.
- These events would be permitted provided:
  - The duration is not longer than four weeks in any one year or
  - Six weekends in any one year or
  - Twelve non-consecutive days in any one year, and
  - The event complies with some specific noise and lighting standards for temporary activities (fireworks are exempt).
    - No closer than 30m to a residential unit; and
    - Only between the hours of 9am to 10pm; and
    - Sound amplified activities only for a maximum of 4 hours per day

# Do I need resource consent?

- When planning your event, use the District Plan online [property search](#) to find out the zoning of the site and any relevant overlays.
- Review Chapter 6.2 of the [District Plan](#) to see if your event is permitted and meets the relevant standards and controls.
- If the event does not comply with all of the controls listed relating to duration, noise or lighting resource consent would be required.
- All motorised sporting events require resource consent.
- There are also additional rules that may apply if your site is located in a significant landscape feature area, for example. For events being held within a Site of Ecological Significance, resource consent would likely be required.

# Do I need resource consent?

- Ascertaining whether a sound amplified event will comply with the noise standards may require seeking the advice of an acoustic consultant. The Council's Environmental Health Officers may be able to assist with this but detailed advice would require engaging your own acoustic consultant.
- If you need more specific or detailed advice, you may wish to book in for a [pre-application meeting](#) with a planner. Information on how to arrange this is on the Council website. There is a charge for this process.

# Applying for resource consent:

- If you need to apply for resource consent, you will need to complete the resource consent application form, including a description of the event, the duration and hours of operation and any structures or amplified music/PA systems proposed. A site plan would be required indicating the location of proposed structures and vehicle access and parking
- An assessment would be required against the relevant matters of discretion listed in Rule 6.2.5 of the [District Plan](#), which cover matters such as any effects on amenity, traffic effects and positive effects.
- You can prepare and submit your application yourself or, if the issues are more complex, you may wish engage a planning consultant to lodge your application for you.

# Resource consent costs and timeframes:

- The deposit to lodge a resource consent is currently \$4,000 for a non-residential activity.
- The actual processing cost is based on the time it takes to process the application. The costs are totalled at the completion of the consent process and if they are less than the deposit, a refund will be generated. If costs exceed the deposit, an additional invoice will be issued.
- The timeframe to process a non-notified resource consent application is 20 working days.
- It's a good idea to check early on in the planning process whether resource consent may be required to avoid any delays at a later stage.

# Notified vs non-notified:

- When a resource consent application is received, Council must determine whether there are any people who will be directly affected by the activity. If there are no affected parties, the application will be processed on a non-notified basis.
- Depending on the scale and duration of the event and how close it will be to sensitive activities such as dwellings, the Council *may* deem one or more neighbours to be affected by the event.
- In that instance, you would have the option of approaching the affected neighbour/s and requesting their written approval. If written approval was obtained from all affected parties, the application would be processed on a non-notified basis.
- Alternatively, if written approval was not able to be obtained, the application would need to be limited notified to the affected parties.
- If submissions were received from affected parties, a hearing would need to be held.
- If the application were to be notified the processing timeframe would be longer and the overall process costs would be higher. The deposit for a limited notified resource consent application is \$10,000.



# Contacts and resources:

- Email:

[DutyPlanner@ccc.govt.nz](mailto:DutyPlanner@ccc.govt.nz)

- Website:

<https://ccc.govt.nz/consents-and-licences/resource-consents>

- Christchurch District Plan:

<https://districtplan.ccc.govt.nz/pages/plan/book.aspx?exhibit=DistrictPlan>

# Noise Management

John Alps

# Excessive Noise and Events

- The event organiser must ensure noise from the event does not exceed a reasonable level as required under section 16 of the Resource Management Act 1991 “Duty to avoid unreasonable noise”.
- Excessive noise is noise of such a nature as to unreasonable interfere with the peace, comfort and convenience of any person
- Noise from events can be unreasonable because of the overall volume of amplified music and entertainment, or the tonality, and that is usually the level of bass present.
- The Christchurch District Plan has made provision for events to occur in recognition that they are part of the fabric of society.

# Venues with Specific Noise Standards

- Tairua QEII
- Hagley Park
- Cathedral Square
- Victoria Square
- Christchurch Stadium

# Venues with Specific Noise Standards

- Each of these locations has criteria that specify the number of days events can occur in a calendar year, the time limits for events and the applicable noise limits.
- For example, events can occur in Cathedral Square on 120 days per year between 09:00 and 22:30 hours with noise limits of 70 dB LAeq and 85 dB LAFmax.
- If your event does not fit within the appropriate criteria for any site – if you want to go later or louder – you would need to apply for a Resource Consent for the event.

# Temporary Activities under the District Plan

The Christchurch District Plan also provides for temporary events at locations that do not have a location-specific noise standard.

For an event to be a permitted temporary activity it has to be:

- located no closer than 30 metres from any residential unit;
- only occur between 09:00 and 22:00 hours;
- with sound amplified activities only undertaken for a total duration not exceeding 4 hours per day on any site, including all sound checks; and

also for sound amplified activities

- they should have a total amplified power not exceeding 500 watts RMS; or
- result in a sound level not exceeding 65 dB LAeq at any residential unit, to be evidenced by a report from a suitably qualified acoustic consultant.

# Noise and Resource Consents

- If your event can not meet these criteria, for whatever reason, you would need to apply for Resource Consent to proceed.
- However, if at all possible, try to meet the criteria specified in the District Plan as applying for a Resource Consent adds further cost, time and complexity.

# Noise Management Plans

- Larger events should consider having a Noise Management Plan (NMP) to ensure that there is a clear understanding from all involved with the event about what measures need to be taken, and are in place, to ensure the event runs smoothly with minimal disruption to the amenity of the neighbourhood.
- Some events will also need to provide notification and information about the event to the people living or working in the neighbourhood of the event site.



# Some advice....

- Also any instructions with regard to reducing sound or bass levels issued by an officer of the Christchurch City Council or acting for the Christchurch City Council need to be complied with immediately.
- Finally, just a word of caution – be wary if acts performing at your event are particularly “swear” and are going to use offensive language. That can definitely generate some adverse reaction in the wider community, and very negative feedback to the Council.
- Remember, Council staff are always available to discuss, assist and advise you in regard to your event.

# Resources

- Chapter 6 of the Christchurch [District Plan](#)
- [Resource Management Act 1991](#)
- CCC [Rules about Excessive Noise](#)

# Special Licences for Events

Allison Houston

# When is a special licence required?

- An “event” where alcohol is supplied
- This includes ticketed events where alcohol is supplied
- Licenced premises where outside of usual or regular activities of the premises
- A manufacturer, distributor or importer of alcohol products is selling alcohol at an event (e.g. a market)
  
- Catering licence vs Special licence – which one do you need?

Please refer to the special licence flow chart to work out if you need a special licence:  
[ccc.govt.nz/assets/Documents/Consents-and-Licences/business-licences-and-consents/Alcohol/Special-Licence-Flowchart-CON1476-FINAL.pdf](http://ccc.govt.nz/assets/Documents/Consents-and-Licences/business-licences-and-consents/Alcohol/Special-Licence-Flowchart-CON1476-FINAL.pdf)

# BYO

- In general BYO is permitted at private functions such as weddings and birthdays.
- For other events BYO may be unlawful. Unfortunately a special licence does not allow for BYO alcohol at an event. If you are holding an event where people are paying for entry (e.g. by ticket or donation) and you want to supply alcohol please contact the Alcohol Licensing Team to discuss your options.
- If you are going to have a cash bar at your event you will need a special licence.

# Who is the applicant?

- In all cases the **organisation or individual selling the alcohol** (receiving the proceeds) must be the holder of the special licence and must make the application.
- Do you need other consents?
  - Footpath lease? Traffic Management? Building consent (marquees)?
  - Delays in obtaining these consents may delay granting/issuing of your special licence

# Timeline for application

- At least 20 working days
- Short Notice applications may not be accepted
- [Deadlines for public holidays and Christmas/New Year period](#)
- Before you advertise – you do so at your own risk
- The earlier the better - talk to us
- 3 Reporting Agencies assess and may ask for more information
- The decision maker, is the independent District Licensing Committee (DLC)

# Duty Manager

- The Act requires a certificated manager for most events but there are exceptions, depending on the event risk.
- It will be dependent on the nature of your event and the person nominated.
- Signage must be displayed, including the name of the Duty Manager and a copy of the licence



# Event Organiser's Responsibilities

- Read your licence document – it has conditions on it
- Host responsibility:
  - Food
  - Low and non-alcoholic drinks. Low alcohol is 2.5% alcohol by volume or below.
  - Free water must be available
  - Adequate security and ID checks
  - Monitoring and managing of intoxication
  - Noise and amenity

# Large Events with Multiple Alcohol Vendors

- We need to look at the specific arrangements for your event as each event will be different and one size does not fit all for licensing requirements.
- One overarching special licence to cover the event as a whole (risk management)
- Each stall holder having a special licence to sell their own product.
- An overall duty manager and a duty manager for each stall
- A comprehensive Alcohol Management Plan.
- Pre and post event briefings

# Contacts and Resources

Email: [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz)

Website: [Special licences for events](#)

Ph. 03 941 8999

[Special licence information sheet](#)

[Special licence flow chart](#)

[Alcohol Management for Large Events](#)

[Deadlines for public holidays and Christmas/New Year period](#)

# Health and Safety Requirements

Paul Dennis

# Lets talk about **Successful Events**

What is a successful event?



# What are some elements that go into producing a successful event?

- Effective planning
- People understanding their roles and responsibilities
- Consultation, Communication, Coordination between all involved
- Learning and improving

# Questions to ask

- What could go wrong?
- What could cause it to go wrong?
- How bad could it be and how likely is it to happen?
- What can we do to prevent it from going wrong?
- Have we done enough?
- If it does go wrong what are we going to do about it?
- Who is in charge of doing what, when?
- What went right, what do we need to improve?





# What could go wrong? What could cause it to go wrong?

Site Map

Event scope  
(Event Permit Elements)

Run Sheet

# What could go wrong? What could cause it to go wrong?

Site Map

## Site Map

- Location of infrastructure
- Environmental factors
- Venue specific factors

Event scope  
(Event Permit Elements)

Run Sheet

# What could go wrong? What could cause it to go wrong?

Site Map

Event scope  
(Event Permit Elements)

Run Sheet

## Activities/ Infrastructure

- Infrastructure such as fencing, marquees/popups, stages
- Inflatable devices
- Amusement devices
- Amplified sound
- Power supply
- Food vendors/BBQ
- Vehicles on site
- Traffic management
- Alcohol

# What could go wrong? What could cause it to go wrong?

Site Map

Activities/  
infrastructure  
(Event Permit Elements)

Run Sheet

## Run sheet

- Pack in
- Event
- Pack out
- Concurrent activities
- Order of activities

# What could go wrong? What could cause it to go wrong?

You have a (long) list of things that may happen.

We need to prioritise the list to target resources, so we can effectively manage these “things.”

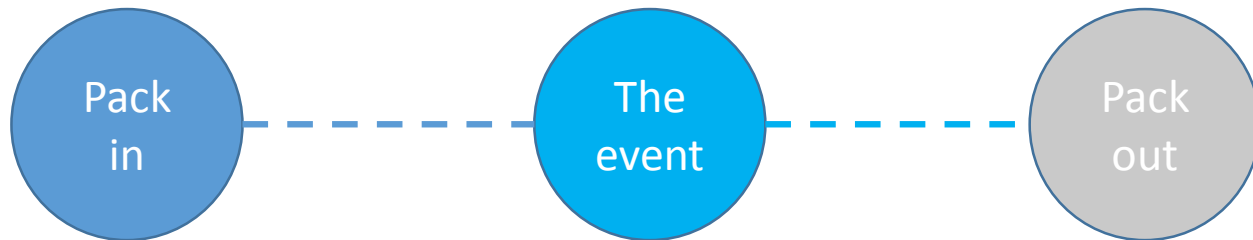
## How bad could it be, and how likely is it to happen?

# How bad could it be, and how likely is it to happen?

Think about the severity as a result of the situation occurring, and how likely is that to happen prior to any intervention

Severity (consequence) x Likelihood

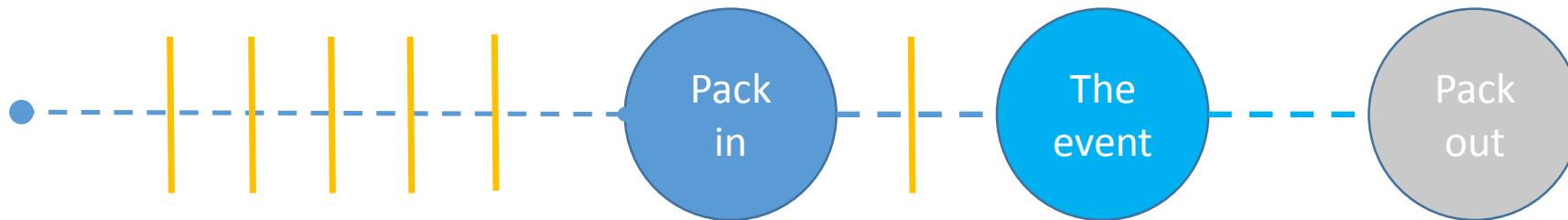
Think about all stages of the Event.



Allocate and prioritise risks as low, medium or high.

# What can we do to prevent it from going wrong?

Think about all stages of the Event.

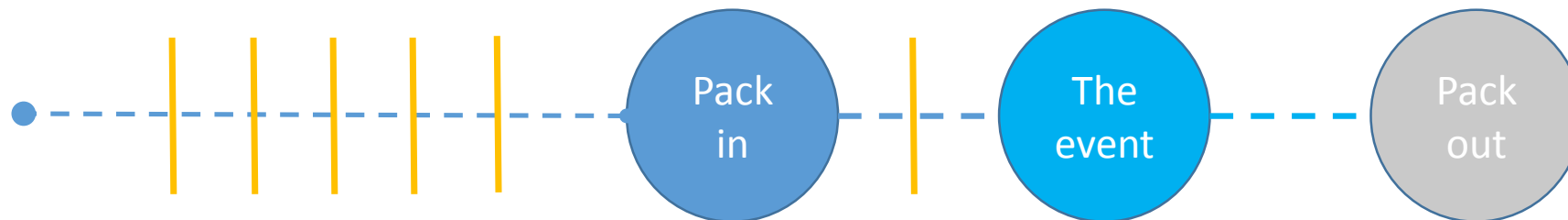


# Have we done enough?

Severity (consequence) x Likelihood

The severity as a result of the situation

and how likely is that to happen **AFTER** intervention





# Questions to ask when planning

- What could go wrong?
- What could cause it to go wrong?
- How bad could it be and how likely is it to happen?
- What can we do to prevent it from going wrong?
- Have we done enough?
- If it does go wrong what are we going to do about it?
- Who is in charge of doing what when?
- What went right, what do we need to improve?

Risk Assessment

9. Risk Assessment Identify what could go wrong? Think how bad could it be? When could it go wrong? What will you do to prevent it? What will you do if it does go wrong? Who is responsible?

Tell us your risks/hazards					
Risk/Hazard (what risks are there that may harm people)	Risk Rating Low Medium High	Pre, During or Post event risk? What stage of the event is the risk present?	Control Measure (Explain how you will reduce this risk)	Risk level remaining once control measure is in place (low/medium/high)	Who will be responsible for checking the controls are in place?


# If it does go wrong what are we going to do about it?

The emergency response should be proportionate to the severity if the risk eventuates.

- What are our **first aid** arrangements?
- What are our **evacuation** arrangements?
- Who, what, where, when, how?
- Pack in?
- Pack out?

Are the appropriate services aware of your event?

- Fire and Emergency
- St Johns Ambulance
- NZ Police



Emergency  
response

# Who is in charge of doing what when?

- Who is responsible for ensuring the controls in the risk assessment have been implemented?
- Who is in charge of contacting emergency services if required?
- Escalation and contact list
- Identify key personnel

Contact List

Roles and  
Responsibilities

9. Risk Assessment Identify what could go wrong? Think how bad could it be? When could it go wrong? What will you do to prevent it? What will you do if it does go wrong? Who is responsible?

Tell us your risks/hazards					
Risk/Hazard (what risks are there that may harm people)	Risk Rating Low Medium High	Pre, During or Post event risk? What stage of the event is the risk present?	Control Measure (Explain how you will reduce this risk)	Risk level remaining once control measure is in place (low/medium/high)	Who will be responsible for checking the controls are in place?

# Event Management Actions

- Break down the information decided in the risk assessment to clearly show, what will be done when and by who.
- This will form your Event Management Actions to ensure the Event is well ran. The Plan is only effective if the tasks are actually done.
- **Pre Event** Tasks that will be carried out pre event to manage the identified risks
- **During Event** Tasks that will be carried out during the event to manage the identified risks
- **Post Event** Tasks that will be carried out post event to manage the identified risks

The Plan is only effective if the tasks are actually done.

# Elements:



Amend if needed

# Put the plan in place

Event Plan:  
for a Successful Event



Remember the plan is only effective if its implemented



# Hold your successful event



One question to go!

# What went right, what do we need to improve?

Reflect

Update

Improve - get better

# Quick recap

- What could go wrong?
- What could cause it to go wrong?
- How bad could it be and how likely is it to happen?
- What can we do to prevent it from going wrong?
- Have we done enough?
- If it does go wrong what are we going to do about it?
- Who is in charge of doing what, when?
- What went right, what do we need to improve?

# Resources

Website: <https://ccc.govt.nz/news-and-events/running-an-event/event-permits/health-and-safety-management-plan/>

# Traffic Management for Events

Simon Hodges – CTOC – see separate presentation

# Christchurch Transport Operations Centre

Simon Hodges  
Traffic Management Coordinator

# Christchurch Transport Operations Centre



- One Team to operate the One Network
- All CTOC Partners seeking to make best use of existing network
- One of three similar TOC's in New Zealand
  - Auckland – ATOC (Smales and Central)
  - Wellington – WTOC

***“Journey Management”***

***- Getting you to your destination every day is important to us***



# Behaviours

# What do we do?



# Behaviours

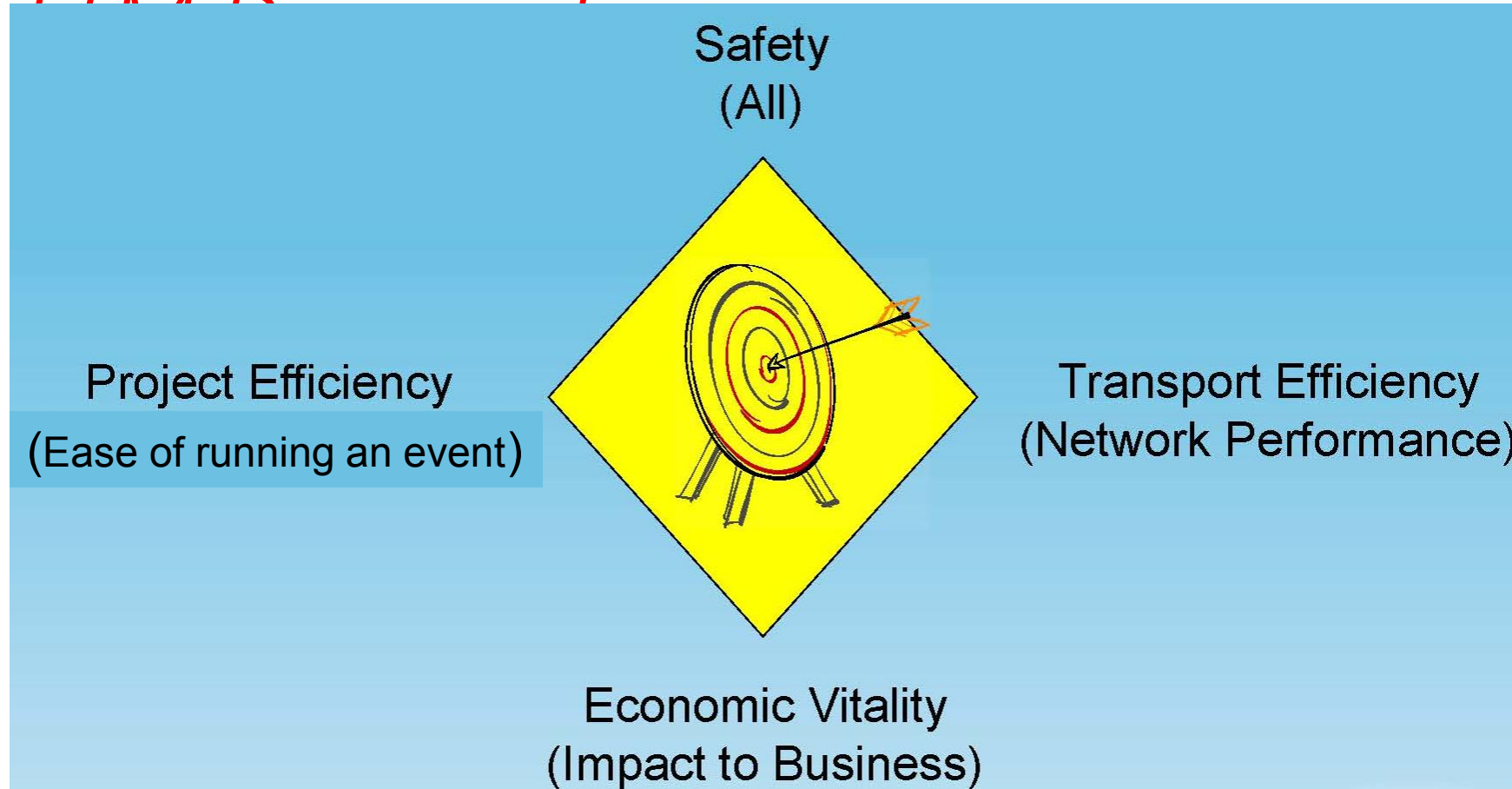


# What do we do?



# Planned Events – Competing Needs

*The TTM Dilemma*



# Traffic Management Requirements

- TMPs are required for all activities that vary the normal operating condition of the road, legal road is from boundary to boundary, irrespective of whether the activity is on a carriageway, footpath, or adjacent to the road.
- TMPs are also needed for activities outside the legal road, which will affect the normal operating conditions of the road.
- A Traffic Management Plan (TMP) is a document describing the nature and extent of temporary traffic management and how all road users will be managed by the use of temporary traffic management measures. TMPs detail the measures to ensure safety for all people involved in the activity.
- Activities such as Concerts, Community Fairs attracting large numbers of attendees (1000+), Community gatherings in public spaces that impact legal road, including a footpath or carriageway, Attractions on or near a road are all situations that would require a TMP.
- Other activities that may require a TMP are; Pack in / Pack out of an event, work on a boundary fence that requires works to be undertaken from outside the property boundary, or work that requires multiple deliveries to a site causing congestion on adjacent roadway.

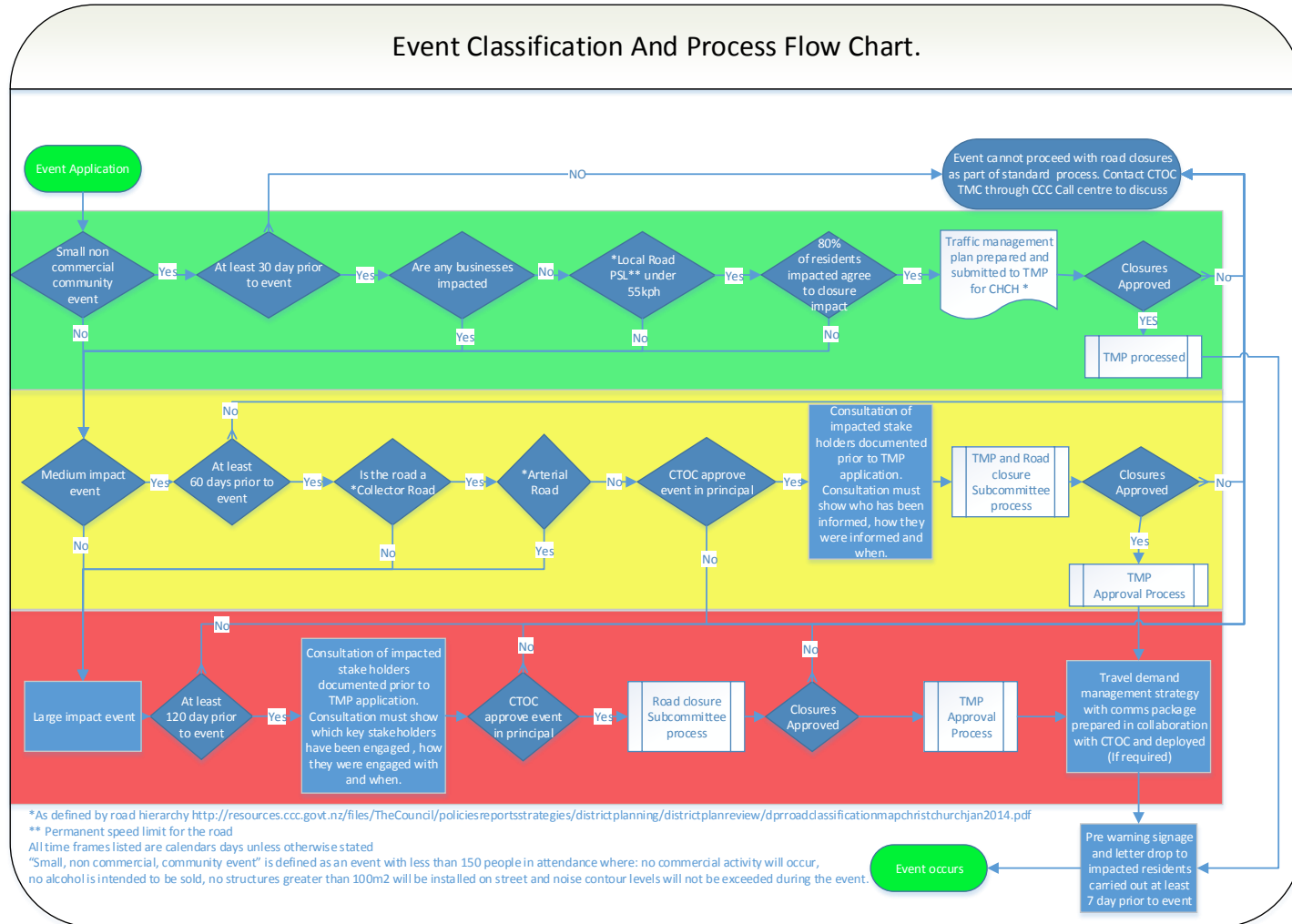
# Road closures for events

**Minimum lead time**

**30 Days**

**60 Days**

**120 Days**



# Road closures for events

## Small, non-commercial, community events

- Application submitted at least 30 day prior to event
- No businesses are within the proposed closure area are impacted.
- The event is proposed to be held on a \*Local Road
- 80% of residents impacted have agreed they are aware of the closure impact and have no concerns
- TMP submitted by a suitably qualified STMS
- TMP meets technical standards and CTOC can accept the TMP as submitted / or with minor technical changes



# Road closures for events



## Local Government Act 1974

Public Act 1974 No 66  
Date of assent 8 November 1974  
Commencement see section 1

### Schedule 10

## Conditions as to stopping of roads and the temporary prohibition of traffic on roads

### *Temporary prohibition of traffic*

#### Paragraph 11

The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the New Zealand Transport Agency, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic)—

(a)

while the road, or any drain, water race, pipe, or apparatus under, upon, or over the road is being constructed or repaired; or

(b)

where, in order to resolve problems associated with traffic operations on a road network, experimental diversions of traffic are required; or

(c)

during a period when public disorder exists or is anticipated; or

(d)

when for any reason it is considered desirable that traffic should be temporarily diverted to other roads; or

(e)

for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function:

provided that no road may be closed for any purpose specified in paragraph (e) if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.

# Road closures for events

- Formal hearing is required
- Report on impacts must be written for the hearing
- Public notification via public notices
- Notification to impacted residents and businesses before first public notice
- Notification to residents and businesses should approval be granted



# Event organiser responsibilities

- Engage a qualified person to develop a Traffic Management Plan (TMP)
- Agree who will undertake which roles with regards to TMP process
- Make sure required notifications are undertaken
- Make sure that the TMP is adhered to and all activities can be undertaken as per the TMP

# Contacts and Resources

- Email: [tmc@tfc.govt.nz](mailto:tmc@tfc.govt.nz)
- [TMP for Chch website](#)
- [Road closure for events – 3 stage event classification & process](#)
- [Road closure process for small community events](#)

# Other Elements to Consider...

# Precautions for Marquees

Number of Occupants	Exits required	Exit signage	Illuminated exit signage	Fire alarm	Telephone (to be detailed in evacuation procedures)	Fire Extinguishers	Emergency lighting throughout	Evacuation procedure
Up to 50	1	Yes	No	No	No	No	No	Yes
51 – 100	2	Yes	No	Yes	Yes	No	No	Yes
101 – 250	2	Yes	No	Yes	Yes	No	No	<b>Yes*</b>
251 – 500	2	Yes	Yes	Yes	Yes	Yes	No	<b>Yes*</b>
501 – 1000	3	Yes	Yes	Yes	Yes	Yes	Yes	<b>Yes*</b>
1001 – 2000	4	Yes	Yes	Yes	Yes	Yes	Yes	<b>Yes*</b>
Over 2000	<b>Specific design by a fire engineer</b>							

\* To be approved by New Zealand Fire Service

Portable diesel heaters:

- Only to be used to preheat the marquee.
- Must be removed before the marquee is occupied.

Fire extinguishers:

- Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment.

# Bouncy Castles and other Inflatables

- WorkSafe NZ stipulates that Event Organisers have responsibility for ensuring that all activities are compliant under the relevant sections of the Health & Safety at Work Act 2015.
- Only operators who can provide evidence to event organisers that land-borne inflatable amusement devices meet the requirements of Australian Standard 3533.4.1 should be allowed to operate.
- **More information:** [Worksafe.govt.nz](https://www.worksafe.govt.nz).



# Amusement Devices

- All amusement devices must have a certificate of registration issued by Worksafe which is to be displayed, in plain view on the device at all times during operation.
- Before a registered amusement device (merry-go-rounds and other mechanised rides) may be operated, the owner must obtain a "Permit to Operate" from the Enforcement Team of the Council who will inspect the device on-site to ensure it is safe.
- **Rides must not commence before the device has been inspected and the permit issued.**

## Application Deadlines:

- For weekend inspections no later than 5pm on Thursday
- For weekends no later than two days before the event

**More information:** <https://ccc.govt.nz/consents-and-licences/business-licences-and-consents/public-spaces/amusement-devices/>



# Drones and remotely piloted aircraft

- If you plan to operate unmanned aerial vehicle (UAVs or 'drones') during your event, you must apply for the [consent of Christchurch City Council to fly them above any Council-owned land, park or facility at least 10 days prior to the event](#). The intent is to better manage the safety risks of drones (UAVs).
- All flights within controlled airspace must ask permission from the Airways Corporation and if flying within 4km of an uncontrolled aerodrome, check with the aerodrome owners.
- **It is unlikely to get consent from Council to fly an RPAS if you wish to fly where events are taking place unless CAA have approved the activity and Civil Aviation Authority (CAA) Rules 102 are complied with.**
- All Drone operators must comply with Civil Aviation Rules. Further resources available [online](#).

**Minimum application period:** 10 working days prior to the event

**Key contact:** [RPAS@ccc.govt.nz](mailto:RPAS@ccc.govt.nz)



# Fireworks at Events

- A site plan outlining the proposed area for the Fireworks display and fenced exclusion zone must be provided
- A detailed list of all fireworks to be used must be provided
- You must obtain Fire Service Approval and provide the written approval to the Events Partnerships & Development Advisor.
- You must provide the Events Partnerships & Development Advisor with a copy of the HSNO Test certificate for the Pyro Display prior to the event.
- A resource consent may be required for central city locations
- **More information:** [Worksafe.govt.nz](https://www.worksafe.govt.nz).





# Fully Fenced Areas

- **For over 2,000 attendees:**  
Fences are still buildings under the Building Act definitions but are exempt as of right from consent providing the height is less than 2.5m. However, the provisions of the fire clauses of the building code still apply: the requirement is that there be a complying 'safe route out' approved by an independent fire engineer for a totally fenced areas that host more than 2,000 attendees.
- **For under 2,000 attendees:**  
The requirement is that there be a complying 'safe route out' that complies with the Building Code requirements for temporary structures. Please refer to the section C1 - C6 Fire Safety Clauses of the B-053 Marquee and Temporary Building Compliance Statement for guidelines.
- **Key contact:** [fireinfo@fireandemergency.nz](mailto:fireinfo@fireandemergency.nz)



# Food at Events

- **Registration NOT REQUIRED if you're selling food:**
  - to raise funds for a charity, cultural or community group less than 20 times a year
  - provided by members of sports clubs, social clubs or marae – where food is not the purpose of the event
  - once in a calendar year at an event such as a local fair.
- **Registration REQUIRED if you're selling food:**
  - fundraising more than 20 times a year
  - catering events at clubs, or selling food at club bars or restaurants
  - bartering or exchanging food commercially
  - selling food commercially at fairs, markets, or community events more than once a year.
- **Minimum application period:** 14 working days prior to the event
- **Key contact:** [healthadmin@ccc.govt.nz](mailto:healthadmin@ccc.govt.nz)
- [CCC website](#)
- [Ministry for Primary Industries website](#)



# Funding Options for Events

# What is the Strengthening Communities Fund (SCF)?

- To support community focused organisations whose projects contribute to the strengthening of community wellbeing in the Christchurch City area.
- Successful groups need to be sustainable, strategic, community focused and have a significant presence within their communities of benefit

[Website](#)

Email: [communitygrants@ccc.govt.nz](mailto:communitygrants@ccc.govt.nz)

# What is the Discretionary Response Fund (DRF)?

- The purpose of this fund is to assist community groups where their project funding request falls outside other Council funding criteria and/or closing dates. This fund is also for emergency or unforeseen situations.
  - Applications open: 1 July 2018
  - Applications close: 30 June 2019 (earlier if funds are expended)
- \* Funding period is for 12 months after date of submission

[Website](#)

Contact: [communitygrants@ccc.govt.nz](mailto:communitygrants@ccc.govt.nz)

# Creative Communities Scheme

- The Creative Communities Scheme (CCS) provides funding to local communities so New Zealanders can be involved in local arts activities.
- Opens 13 January 2019
- Closes 24 February 2019

[Website](#)

Email: [creativecommunities@ccc.govt.nz](mailto:creativecommunities@ccc.govt.nz)

# Events and Festivals Fund

- The purpose of Events and Festivals Sponsorship Funding is to provide sponsorship and support to events that fit within the Regional and Local categories and enhance Christchurch as a place to live and visit and to strengthen the distinctive lifestyle, qualities and identity of Christchurch.
- Criteria and more information available <https://www.ccc.govt.nz/news-and-events/running-an-event/events-and-festivals-funding/>

# Events and Festivals Fund

## Key Dates:

- Open for applications late February / early March
- Open for approximately 4 weeks
- Decision made late May – early June

**Key Contact:** [eventsfunding@ccc.govt.nz](mailto:eventsfunding@ccc.govt.nz)



# Small Sports Events Fund

- The purpose of this fund is to provide funding opportunities to National and South Island sporting events.
- Open to sports associations/clubs or event managers to apply, however you must be an incorporated society and be aligned to (or have support from) the National or Regional sporting association.
- Level of support ranges between \$500 to \$2,000.

# Small Sports Events Fund

## Applying:

- Applications open mid – late April and close mid – late May
- Decision notification in June
- Full event budgets are required when submitting your application.

## Criteria:

There are a number of minimum requirements you need to meet in order to be eligible for funding which can be found on our [website](#).

**Key Contact:** Sports Promotions & Events Advisor [eventsfunding@ccc.govt.nz](mailto:eventsfunding@ccc.govt.nz)