

Events are fantastic and important to our Carterton District. However, no matter whether you are experienced or new to events there are steps and processes you may need to navigate depending on the size and type of your event. We've put together this guide which we hope will help you work through the requirements. Please discuss your event timelines with the Community Event Coordinator as Carterton District Council reserves the right to decline an application if insufficient notice or information is provided.

1. Event Details Form

To help you navigate the Event Application Process for Carterton District Council you will need to complete the [Event Details Form](#) and email to Communityevents@cdc.govt.nz. The more information you can complete the easier this process and more help we can be. Please bear in mind the Event Assessment Matrix for the notice period prior to your event to get this form in.

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3. Event Assessment Matrix

Impact of Event	Events with	Example	Notice Required	Event Approval Required
Low impact event	<ul style="list-style-type: none"> No road closures or disruption to public transport Low numbers of registered food vendors Low numbers of amusement devices (e.g. bouncy castle) Multiple items of simple infrastructure (e.g. ezi-ups, portable toilets, small stage) 	Community days, fundraising events, or park-based fun runs/walks.	4 weeks	If on CDC owned land
Medium impact event	<ul style="list-style-type: none"> Minor road closures and potential disruption to public transport Multiple food vendors (approximately more than five) and/or liquor licensed areas Amusement devices (e.g. bouncy castle) Multiple items of infrastructure and/or an infrastructure build requiring building consent, e.g. marquees etc. Multiple contractors 	Examples include triathlons, large-scale sporting events, music events with stages.	Minimum 3 months' depending on event requirements.	If on CDC owned land
High impact event	<ul style="list-style-type: none"> Significant number of people expected to attend. Road closures, disruption to public transport and high impact to traffic expected. Multiple food vendors and/or liquor licensed areas Significant infrastructure builds Multiple event sites and/or days Resource consent required 	Examples include major sporting events or music festivals.	Minimum 6 months' notice.	If on CDC owned land

4. Toilet Facilities

Adequate toilet facilities are essential for event enjoyment and there are Environmental Health requirements around their use. As a guide use the following ratios, but bear in mind that alcohol consumed at an event will increase toilet usage by 40%.

People	Hours									
	1	2	3	4	5	6	7	8	9	10
➤ 100	1	1	1	1	1	2	2	2	2	2
➤ 250	2	2	2	2	2	3	3	3	3	3
➤ 500	2	3	3	4	4	4	4	4	4	4
➤ 1000	3	4	5	6	6	7	7	7	7	7
➤ 2000	5	8	10	11	12	13	13	14	14	14
➤ 3000	7	12	15	16	18	18	19	20	20	21
➤ 4000	10	16	19	22	24	25	25	27	27	28
➤ 5000	12	20	24	27	29	31	32	33	33	34

If you are likely to have more than 9000 people at your event, or where camping is available, please contact Environmental Health for more information on toilet provision.

Many of our CDC owned parks and venues have toilets onsite but it is up to you do determine if there are going to be enough. Your event proposal must include enough detail to show how human waste will be disposed of. If it is your intention to use a facility such as a Port-a-loo, the frequency of emptying during the event and after the event has finished must be stipulated.

Finally, don't forget to consider your audience needs including children, disabilities, or older people.

Toilet Hire Contacts

Festival Hire, Masterton	https://www.festivalhire.co.nz
Spik n' Span, Upper Hutt	https://www.spiknspan.co.nz/
Little Green Dunny, Carterton	https://www.littlegreendunny.co.nz/
Hirepool, The Hutt	https://www.hirepool.co.nz

5. Alcohol at Your Event?

Are you serving alcohol, or will alcohol be consumed at your event? If so then you will need an alcohol licence. The exception to this is for private social gatherings which are closed to the public, held on private land, and attended by invited guests only.

If the premise or venue where you are holding your event is licenced already then as long as they are getting the profits, then their licence will suffice. If, however, you are getting the profits you will need to apply for a Special Licence. This process takes **20 working days** for small events **or 40 working days** for large events.

There is further information on alcohol, licensing, and the application form at <https://cdc.govt.nz/services/licensing-food-and-permits/liquor-licensing/>

Some key things to think about:

- An alcohol management plan will be needed for large events.
- Your application will need to be in 20 working days prior for small events or 40 working days for large events.
- You will need Licenced Duty Managers to oversee your bars.
- If your event is being held in multiple locations, then you'll need a special licence for each location.

The larger the event the more you need to consider. If you're hosting a large public event

- You'll need to start your alcohol management plan before you apply. You might need to liaise with the Police and talk to your community, so allow plenty of time for this.
- We also recommend letting your neighbours and the wider community know your plans in advance (for example, how you plan to control noise and how you'll promote responsible drinking) – this helps to prevent public objections if you're required to post a public notice.

6. Food at Your Event?

Present legislation requires that all food sold to the public is prepared on a registered food premises or an approved food stall.

General duties of event organisers or managers for food

- When an event involving more than three stalls is planned an “Event Manager” must be appointed.
- The Event Manager shall submit the following information at least 20 working days prior to the event occurring.
- A plan showing the location of food stalls, location of water tap, location of wastewater disposal, and toilets for food handlers.
- Information on safety rules for cooking appliances, namely the location of hot cooking surfaces and fire extinguishers/fire blankets.
- A list of proposed food stallholders. The Event Manager must direct each food stall holder to contact the Council for a food stall certificate no later than 3 working days prior to the event. Any food stall that does not hold a certificate should not be allowed to operate at the event. A currently registered mobile food premises does not require a stall holder’s certificate

More information here: <https://cdc.govt.nz/services/licensing-food-and-permits/>

7. Noise Considerations

Managing noise is all about communication with those who will be affected.

The legislation that determines acceptable noise levels is the Resource Management Act/The District Plan. It is your responsibility to ensure that no excessive noise is created by your event. If excessive noise is created and seriously upsets the peace, comfort and convenience of people living nearby, an Enforcement Officer has several options available:

- A notice may be served requiring you to cease the excessive noise.
- Together with a Police Officer they may remove or inactivate the noise source.
- Issue an Infringement Notice with an instant fine of up to \$500 if noise continues after a notice is served.
- Prosecute the offender for breach of a notice in a District Court with a guilty charge carrying a fine of up to \$10,000.

To avoid any possibility of this occurring and to promote good relations with any surrounding neighbours, you should consider the type of sound intended, the hours, location and direction of any equipment, nearby sensitive uses etc. This information should be included in your application. If your event will be using amplified sound in an urban environment, it is likely that an Environmental Health Officer will work with you to advise appropriate noise levels.

It may be a good idea to talk to Environmental Health about a mail drop to notify your neighbours.

8. Tents or Marquees?

Should your event require the erection of any tents or marquees please note that if one or more of these exceed 100m² in area the Building Act requires that a building consent be obtained. Depending on the number of persons likely to occupy the tent or marquee, some or all of the following features may be required:

- Marquees to be erected by experienced erectors.
- Fire extinguishers suitable for this purpose to be available at all times and their locations signed.
- Signs to be 2 metres from ground level.
- If marquee holds more than 100 people then Safety Officers are to be appointed to ensure the safe use of the marquee, to ensure that furniture and fittings do not block exit ways, and in the event of an emergency, control and guide occupants to safety. NOTE: Designated Officers should wear some form of identification.
- If the marquee is to be used after sunset emergency lighting as well as normal lighting is to be installed.
- Separation to other buildings and boundaries.
- Fire alarms and smoke detectors.

Once the marquee has been erected it may be required to be inspected by an officer of Council if a building consent has been issued. You will be notified when the consent is issued if inspections are required. If you intend to use an existing building (e.g. a wool store or gymnasium) for your event check with a Council Building Inspector how many people it can safely hold.

You may also be required to apply for a Building Consent and provide a fire design philosophy and appropriate structural design details proving that the building will be safe for the number of people using it during your event.

Some aspects of fire safety law fall under the jurisdiction of the New Zealand Fire Service. Their Fire Safety Officers may be involved in the inspection process if special evacuation procedures are required.

9. Road Occupation / Traffic Disturbance

Traffic Management is often required at large events for safety of participants or road users. Our suggestion is to begin thinking about this at least 3 months in advance of your event.

If your event requires the closure of roads or public space, please note at least six (6) weeks' notice is required to allow for public notification and processing.

You need to speak to the Planning Department regarding this. If you anticipate that your event will have an effect on road traffic, please discuss a traffic management plan with the Engineers Department.

More information here: <https://cdc.govt.nz/services/roads-and-streets/>

10. Fireworks

If fireworks are to be ignited, you will need to contact the New Zealand Fire Service or Rural Fire Service. Depending upon quantities of fireworks involved, you may need a certified handler under the HSNO Act. Please contact Environmental Health for more information.

11. Amusement Devices

Amusement devices are required to display their current Department of Labour registration number.

A copy of the current Certificate of Registration for an Amusement Device must be submitted with the event application form and available on site. Amusement devices also require a permit to operate in the Carterton district, complete the 'Application for Permit to Operate an Amusement Device'. The fee is set by Regulation.

12. Waste Management

Council wants to support event organisers, stall holders, and food and drink vendors in our region to reduce the amount of waste created at events.

In late 2020 we adopted a new bylaw to help manage and minimise solid waste which would normally go to landfill.

The bylaw came into effect on 25 January 2021, and Section 13, Events, followed on 25 January 2022.

Any event with over 1,000 people attending it must submit a 'waste minimisation plan'.

The waste plan needs to detail what volume and types of waste are expected, and the steps to minimise waste going to landfill.

Plans must be submitted to Council 30 days before the event. This will allow us time for us to assess the plan, and if necessary, help us work with the event organisers. Event managers will also need to provide a post-event report on the amount and types of waste collected.

There is further detail and templates for you to use at:

<https://cdc.govt.nz/services/sustainability/rubbish/event-waste/#summer>

13. First Aid Provision and Health and Safety Plan

Most events will need a Health and Safety Plan. Your Community Event Coordinator will be in touch regarding your specific event once you have sent the Event Details Form in.

Some larger events will also require professional First Aid Provision from an organisation such as Wellington Free or St Johns. At the minimum your event should have a qualified First Aider.

14. Security

Depending on the size and nature of your event you may need to provide security.

15. Conclusion

If you do nothing else in advance of your event, please complete the Event Details Form and email to Communityevents@cdc.govt.nz with plenty of notice (as per the Event Matrix in Section 2). This starts the process moving.