



# **GISBORNE**

## **District Council**



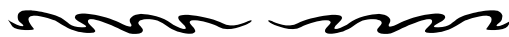
# *Guide to Organising an Event*



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The major goal for promoters of large events is to ensure that the occasion runs smoothly and is a success both financially and socially. To achieve this, it is important to develop clear guidelines for organising committees and participants. These guidelines must be developed in conjunction and compliance with local and central government rules which need to be observed, whether it is intended to hold functions indoors or outdoors. It is especially important that where alcohol or food is involved in a public arena that the occasion runs smoothly and no disruption or disturbance occurs.

This document will illustrate areas and points of consideration which you must address before your event becomes a reality. As each event must be considered on a case-by-case basis the more information you can supply will ensure that the time taken to give a complete indication of what permits or consents are required will be lessened.



**THE COUNCIL IS DIVIDED INTO FOUR DEPARTMENTS**, all or some of whom may be affected by your event. These are:

**Corporate Affairs** provides the financial and political support, human resources, information and marketing services necessary to the running of Council.

**Engineering and Works** plans and provides for city and district growth and development including transport, infrastructure and management of contracts to service these.

**Environment and Planning** provides the long term strategic planning for the district together with community, recreational, and regulatory services.





## **APPLICATION FOR PERMISSION TO HOLD AN EVENT OR ACTIVITY**

### **GENERAL**

Event / Activity Name: .....

Purpose of Event/Activity: .....

Date Commencing: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: ..... Finish Time: .....

Location of Event/Activity: .....

Name of Organisation Holding Event/Activity: .....

Name of Event Co-ordinator: .....

Postal address: .....

Street Address: .....

Phone Number: (Business)..... (Home)..... (Mobile).....

Fax Number: .....

E-mail: .....

Have you already contacted someone in Council about your event? If so, who:.....

.....

We need some information about the likely impact of your event or activity. If necessary, base your answers on information from previous times your event (or similar) has been held. **The information contained in the Explanatory Comment to this Guide, will help you complete the questionnaire.**



## ENVIRONMENTAL HEALTH CONTROLS

### Food (refer page 1 of accompanying booklet)

Will food be supplied?   no

### If yes please complete the following questions:

What food will you be providing? .....

Where is food to be prepared? .....

Is this a registered food premise?  yes  no

If your event committee has contracted a caterer to supply and provide food please supply their names, address and contact telephone number: .....

Where is food to be served? .....

Where is the raw food being sourced from? .....

How do you intend to ensure that the food is adequately protected from contamination? .....

In respect of perishable food (meat, seafood, dairy products) how do you intend to ensure adequate temperature control is maintained? .....

Does your events team contain a person who holds a qualification in food safety? .....

Who? .....

How do you intend to ensure that adequate hand washing facilities are available for staff involved in food preparation? .....



**Liquor (refer page 4 of accompanying booklet)**

Will liquor be consumed?  yes  no

Have you applied for a licence to allow the sale of liquor?  yes  no

If yes, during what hours? .....

What arrangements have been made to ensure that liquor outlets are free of congestion and easily accessible (so as to avoid people becoming frustrated and 'stocking up')?.....

.....  
.....

What arrangements have been made regarding security and responses to drunken behaviour?.....

.....  
.....

How are you planning to promote Host Responsibility in terms of low alcohol drinks, food, safe transport and intoxicated persons? .....

.....  
.....

**Sound Equipment (refer page 5 of explanatory comment)**

Amplified sound to be used:  yes  no

Live bands to be present:  yes  no

What hours? .....

**Fire Safety / Special Effects (Stunts, Fireworks etc)**

Are you using any special effects?  yes  no

If yes, please state: .....

Are you intending to use fire in any way as part of your event  yes  no

If yes, please indicate what type of fire source, your controls and precautions: .....



**Toilets (refer page 8 of accompanying booklet)**

Number of existing facilities:

Male WC:.....

Urinals:.....

Female WC:.....

Unisex:.....

What temporary toilet facilities will the organiser provide on the day (include numbers and location)?.....

**Waste (refer page 9 of explanatory comment)**

Will facilities be provided?

yes

no

If yes, what type of facilities? .....

**Clean Up (the Organiser is responsible for all clean up)**

Arrangements: .....

**Water Safety / Water Recreation**

Does your event involve any activity on rivers or beaches?

yes

no

**If yes, please complete the following questions:**

Any vessels involved in the activity?

yes

no

Motor powered: .....

Non motor powered:.....

Do you require the relaxation of regulations relating to?

▶ Speed

yes

no

▶ Exclusive use of area of water

yes

no

▶ Priority use of an area of water

yes

no

▶ Noise

yes

no

▶ Others:.....

yes

no



**Safety Requirement put in Place by Organiser**

- Life jackets:** ▶ One per person;  yes  no
- ▶ Compulsory to be worn; *OR*  yes  no
- ▶ Made available  yes  no

**Support Vessels**  yes  no

Type: .....

Number: .....

**Support Crew**  yes  no

Lifeguards: .....

Numbers per craft: .....

**Coastguard**  yes  no

Numbers per craft: .....

**Marshalls**  yes  no

Numbers: .....

**Communications (radio / cellphone etc)**   yes  no

Type: .....

Number .....

**Emergency Services notification**   yes  no

Police  yes  no

Ambulance  yes  no

Others.....  yes  no

.....



**Information on Events**

Number of crew on water at any one time:.....

Number of crew per each craft ▶ type and number (e.g. waka = 6 crew)

.....  
.....  
.....  
.....  
.....

**Start and Finish Time of Water Event**

Start:.....

Finish: .....

**Area of Water to be Used for the Event** (please provide site plan):.....

.....  
.....

**Course Marked out by:**

Buoy  yes  no

Boat  yes  no

Flags  yes  no

Others.....  yes  no

.....

**Public Notification**

Newspaper  yes  no

Radio.....  yes  no

.....



**PLANNING CONTROLS**  
(refer page 6 of explanatory comment)  
Please include a site and location plan

**Venue**

Do you own the land on which the event is to be held:  yes  no

If no, please supply the contact name and telephone number of the landowner: .....

Have you advised adjoining neighbours of your event proposal  yes  no

If yes, please supply details: .....  
.....

**Spectators/Public Attending**

Numbers Expected: .....

How many do you expect from **outside** the Gisborne Region:.....

**BUILDING CONTROLS**  
(refer page 7 of explanatory comment)

**Facilities**

What structures are to be used or erected (state type and size): .....  
.....  
.....

Set up date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Set up time: .....

Removal time: .....



**Amusement Devices (e.g. Merry-go-Rounds etc)**

Will these be present?  yes  no

If yes, please indicate types: .....  
.....

**Lighting / Stage Towers**

Will these be erected?  yes  no

If yes, please indicate height and dimensions: .....

**Separation Distances**

What is the distance (metres) from any structure erected to?

- a. the nearest other structure:.....
- b. the nearest boundary:.....

**ROADING and UTILITY CONTROLS**  
(refer page 11 of accompanying booklet)

**Parking**

Numbers of vehicles expected? .....

On Streets:  yes  no

On parks or reserves  yes  no

**Road Occupation**

Will you occupy any roads?  yes  no

If yes, which roads / and for what time: .....  
.....

Is road closure required?  yes  no

If yes, what road? .....

Have you obtained permission for this?  yes  no

If yes, please attach a site plan of proposed road closures.

**Electricity**

Will you be providing your own supply?  yes  no