



Organising an Event - Guide and Application Form

Guide to Organising an Event

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 has been prepared to assist you in the planning of your event. It 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 process the application is lessened.

GOOD LUCK WITH YOUR EVENT FROM THE ENVIRONMENT AND PLANNING DEPARTMENT OF THE GISBORNE DISTRICT COUNCIL

GISBORNE DISTRICT COUNCIL INFORMATION

Planning Controls

When the idea of an event is first considered one of the obvious questions is....

Will I be allowed to hold my event when and where I want to?

In this respect you must supply enough information in your application so that compliance with the Resource Management Act can be checked.

Is the event proposed permitted under the District Plan or is it in accordance with a current resource consent

This can be checked by perusing a copy of the District Plan or asking a Planning Officer at the Council Office. **A site plan should be submitted with your application in order that the locality can be accurately determined.**

If your event is not permitted as a right, then a resource consent is necessary. The information you supply is crucial to determining whether or not a resource consent is necessary and whether or not your application will need to be publicly notified. Please note that in some cases more information will be required to process your application.

Food Supply

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

In most cases if food stalls are proposed to be included as part of your event, a small charge is payable. Where there is more than one individual food stall proposed it is expected that your event coordinator will ensure that all application forms are filled out and included in this assessment.

Please complete the forms headed "Food Festivals and Event - Food Stall Application Form". The following guidelines are provided for your information. If you want to check anything further please contact an Environmental Health Officer.

Step 1 - Preparation/Storage at Base Kitchen

- a. All food for sale is to be prepared in registered premises. In some circumstances a suitable premises may be registered just for this event. However usually no "home" preparation is allowed. The only exception is charitable organisations or Clubs who may prepare certain foods such as cakes at home and may be exempted from the fee. Preparation can be carried out at the stall provided it meets the standards set out later under Step 3. Meat and other perishable foods must come from registered premises.
- b. The amount of pre-prepared food must not exceed the storage capacity of the premises. Extra refrigerated space may be needed, either brought in or hired elsewhere. Once prepared, perishables (such as meats, dairy, seafood) must be refrigerated at 4°C or less or -12°C if frozen. Heated products must be kept above 60°C. Non-perishables need not be refrigerated but must still be kept in covered storage to prevent contamination by insects etc.
- c. Be wary of cross contamination from raw to cooked food via hands, benches, utensils, containers etc. - a common cause of food poisoning. Keep cooked and raw food separate at all times, especially meat.
- d. Cool bulky foods quickly after thorough cooking. Decant into shallow trays and place in the cooler as soon as possible, but don't overload the cooler!
- e. Observe high standard of personal hygiene. Keep hands clean. Don't prepare food if suffering from an infectious disease or have diarrhoea etc. Even a common cold can cause food poisoning. Keep any skin infections well covered with a proper waterproof dressing. Wear suitable clothing.

Step 2 -Transport

- a. No long delays. Straight to venue from kitchen unless vehicle is refrigerated.
- b. All foods to be carried in clean containers and kept well covered during transit. Do not place foods or containers directly on the floors of vehicles.
- c. No animals in transport vehicles.
- d. Perishables to be put into cool storage immediately upon arrival at venue. Depending on quantities and time, insulated containers using ice or chiller blocks may suffice.
- e. Vehicles must be clean and tidy and carrying no other materials (eg. lawn mowers, pesticides, solvents, tools, etc) which may endanger the safety of the food.

Step 3 - Display/Sale at the Event

Each stall will have to be set up according to the food sold, however general standards apply:

- a. The stall shall be constructed in such a manner and of such material so as to be capable of being easily cleaned.
- b. Preparation and serving are to be covered from the elements - exception barbecue cooking itself.
- c. Refrigerated display cabinets (4°C or less) required if perishable foods likely to be exposed for more than 2 hours.
- d. Any bain-maries set up for hot foods must maintain food above 60°C or more.
- e. All food service utensils and containers shall be clean and of the single service type only.
- f. Handwash facilities are required unless all food prepared and pre-packaged at source. A shared hand and utensil wash area can be set up provided it is convenient to all users. Hot and cold water should be provided at a minimum temperature of 38°C with waste water being disposed of in an approved manner. Soap and single service paper hand towels should be provided.
- g. Stalls and environs must be kept clean and tidy. Rubbish bins with lids required and emptied as necessary. Rubbish bins also needed for the public.
- h. Food on display must be protected by means of covers or screens as appropriate against dust, insects, people, etc.
- i. All food handlers to observe a high standard of personal hygiene:
 - Protective clothing - smocks, aprons to be worn.
 - No smoking in the stall - wash hands after a smoke.
 - Use tongs, scoops where practicable and provide some for customers if self service employed.
 - Keep hands and clothes clean especially after using toilet.
 - Do not prepare food if suffering from an infectious disease, or have diarrhoea.
 - Cover any sores on hands, arms, necks etc with a fully waterproof dressing.

Liquor Consumption

For any type of function at which liquor is sold and which cannot be described as a private social gathering (one which is closed to the public, held on private land and attended by invited guests only) a liquor licence will be required.

If your event is being held on a premises that does not already hold a liquor licence a Special Licence is required. The fee payable in respect of a special liquor licence is currently set at \$63.00. If such a licence is required, please complete the form headed "Application for Special Licence". All Special Licences must be applied for at least 10 working days in advance of the event.

NOTE: Some premises' liquor licences (e.g. clubs, will not automatically cover some events. Please check with the Liquor Licensing Inspector).

In order to determine whether your application meets current District Licensing Agency Policy you will need to identify the proposed hours during which liquor will be sold/consumed.

Noise Control

The legislation that controls acceptable noise levels is the Resource Management Act. 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:

- 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.
- Prosecute the offender 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.

Building Controls

Should your event require the erection of any tents or marquees please note that if one or more of these exceed 30m² 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 is required to be inspected by an officer of Council. Please arrange for an inspection time.

If a building consent is required in respect of your event a fee will be payable. As these differ according to several factors, please check when arranging your inspection.

If you intend to use an existing building for your event check with a Council Building Inspector how many people it can safely hold. If the use of the building is to be changed (e.g. from a woolstore/warehouse to a dance hall or a gymnasium to sleeping accommodation, you are required to inform the Gisborne District Council of the change of use).

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.

Litter Control

One of the biggest problems associated with any event and has a great potential to cause aggravation is the incorrect disposal of litter. Your event proposal must contain information showing the methods of litter control and disposal.

Where possible it is urged that appropriate containers be placed around the site of your event to encourage the recycling of cans and paper. If you wish for any assistance in coordinating recycling efforts please indicate this in your proposal and we will be happy to assist.

Toilet Facilities

For the successful running of any event it is essential that adequate toilet facilities are provided for use by patrons and the event staff.

The approved documents to the Building Act set out the minimum number of sanitary facilities that are likely to be required if your event lasts for several days and/or sleeping accommodation is included (as a guide use the following ratios).

Please make sure that sufficient facilities are available for the disabled.

| Separate Sex Toilet Facilities | | | | | | | |
|------------------------------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| Combination of WC Pans and Urinals | | | | WC Pans Only | | Basins | |
| WC Pans | | Urinals | | No. of Persons | Number | No. of Persons | Number |
| No. of Persons | Number | No. of Persons | Number | | | | |
| | | | | 1 - 15 | 1 | 1 - 60 | 1 |
| | | | | 16 - 60 | 2 | 61 - 200 | 2 |
| | | | | 61 - 120 | 3 | 201 - 350 | 3 |
| | | | | > 120 | add 1 per 70 | > 350 | add 1 per 150 |
| 1 - 150 | 1 | 1 - 60 | 1 | 1 - 25 | 1 | 1 - 70 | 1 |
| 51 - 250 | 2 | 61 - 220 | 2 | 26 - 110 | 2 | 71 - 230 | 2 |
| 251 - 500 | 3 | 221 - 400 | 3 | 111 - 200 | 3 | 231 - 410 | 3 |
| 501 - 800 | 4 | | | | | | |
| > 800 | add 1 per 350 | > 400 | add 1 per 190 | >200 | add 1 per 100 | > 410 | add 1 per 190 |

If it is your intention to provide unisex facilities please note that they must be provided in the ratio below:

| | | |
|----------------|--------|--------------|
| No. of Persons | Number | Number |
| 1 - 10 | | 1 |
| 11 - 40 | | 2 |
| >40 | | add 1 per 50 |

If food handling is involved it is usual to provide separate facilities for staff in addition to these.

If your event is of a limited duration but a large number of people are expected it may be more appropriate to use the following ratios:

Porta-loos required

| NUMBER OF PEOPLE | NUMBER OF HOURS FOR EVENT | | | | | | | |
|------------------|---------------------------|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 0-500 | 4 | 4 | 4 | 6 | 6 | 6 | 6 | 8 |
| 1000 | 4 | 4 | 6 | 6 | 6 | 6 | 8 | 8 |
| 2000 | 6 | 6 | 8 | 8 | 8 | 10 | 10 | 10 |
| 3000 | 8 | 8 | 8 | 10 | 10 | 10 | 12 | 12 |
| 4000 | 8 | 8 | 10 | 10 | 12 | 12 | 16 | 16 |
| 5000 | 10 | 10 | 10 | 12 | 12 | 16 | 16 | 20 |
| 6000 | 12 | 12 | 12 | 12 | 16 | 16 | 20 | 20 |

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 course of the event and after the event has finished must be stipulated.

Water Safety

All motorised vessels / crafts being used / plying for hire are required to be licensed by Maritime New Zealand (MNZ) under the Safe Ship Management requirements.

All non-motorised vessels being used / plying for hire must comply with the requirements of the Navigation and Safety Bylaws.

If water recreation requirements (such as speed) are intended to be exceeded special approval will be required. This will require public notification and a consent. If you wish to check this out please contact the Bylaws Inspector.

Road occupation

If your event requires the closure of roads, please note six (6) weeks notice is required to allow for public notification and processing. Please complete the form headed "Road Closure" and note that you will be charged for two newspaper advertisements after the event.

If your event requires road occupation but not closure, please supply information pertaining to number of people participating, number of vehicles (if any) involved, number of marshals, etc.

Other Relevant Organisations

To ensure that your event is fully covered for all eventualities it is recommended you approach the following external agencies:

- Fire Service** for fire safety and evacuation controls (phone: 867 9039).
- St Johns Ambulance** for first aid requirements (phone: 0800 785 646).
- Police** for security and law enforcement issues (phone: 869 0200).
- Coastguard** for marine activities, C/- Maritime New Zealand.
- Eastland Network** for power enquiries.

Checklist

- > Event form fully completed with information fully specified.
- > Application forms completed as required:
 - Food Stall(s)
 - Special Licence for the sale of liquor
 - Building Consent for marquee/tent
 - Vessel for Hire
 - Road Closure
- > Site Plan attached.

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:

Email:

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 Guide, will help you complete this form.**

ENVIRONMENTAL HEALTH CONTROLS

Food (refer page 1 of guide)

Will food be supplied yes no

If yes please complete the following questions:

(You may need to complete a Food Festivals and Events Application form)

What food will you be providing

.....

Where is food to be prepared

Is this a registered food premises 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 in food preparation

.....

Liquor (refer page 4 of guide)

Will liquor be consumed

| | | | |
|-----|--------------------------|----|--------------------------|
| yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| yes | <input type="checkbox"/> | no | <input type="checkbox"/> |

Have you applied for a licence to allow the sale of liquor

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 4 of guide)

Amplified sound to be used:

| | | | |
|-----|--------------------------|----|--------------------------|
| yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

Live bands to be present:

| | | | |
|-----|--------------------------|----|--------------------------|
| yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

What hours

Fire Safety/Special Effects (stunts, fireworks etc)

Are you using any special effects

| | | | |
|-----|--------------------------|----|--------------------------|
| yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, please state:

Are you intending to use fire in any way as part of your event

| | | | |
|-----|--------------------------|----|--------------------------|
| yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

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

.....

Toilets (refer page 5 - 6 of guide)

Number of existing facilities:

Male WC: Urinals:

Female EC: Unisex:

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

.....
.....

Waste (refer page 5 of guide)

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

yes no

Does your event involve any activity on rivers or beaches

If yes, please complete the following questions:

yes no

Any vessels involved in the activity

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

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 | <input type="checkbox"/> | no | <input type="checkbox"/> |
| Boat: | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| Flags: | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| Others: | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |

.....

Public Notification:

| | | | | |
|---------------|-----|--------------------------|----|--------------------------|
| Flags: | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| Others: | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |

.....

NOTES
