



When a Permit is Required:

If you are planning to use a public space, park or reserve for your event, you may require an event permit. Depending on the size and nature of the event you wish to stage, you may require an Event Permit and other supporting documents such as, Risk Assessment and Health & Safety Plan, Site Map, Public Liability Insurance etc. An Event Permit process provides assurance to the Council that activities comply with the necessary requirements and legislation and are undertaken in a safe manner. A permit also clarifies responsibility and liabilities, secures the facility or space and minimises disruption and impact on other users of public spaces.

AN EVENT PERMIT IS REQUIRED IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS:

- Are you inviting general public and/or expecting over 150 people to attend?
- Do you plan to install any type of infrastructure? (pop-up tents, marquees, staging, bouncy castle etc.)
- Do you require vehicle access to drop off equipment?
- Will food be sold or served at the event?
- 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? (PA system, sound system, musical instruments, anything going through an amplifier). There are noise restrictions in most areas of Christchurch: You will need to be informed of acceptable levels in the area of your event.
- Will there be any amusement devices? e.g., Ferris Wheel, Merry-go-round, Noddy Train...anything with moveable parts.
- Will your event in way impact on the local community or the environment, if so contact events development for clarification on what may be required.

General Guidelines:

- All Park/Reserve bylaws displayed at this site must be complied with.
- All litter generated by your activity is to be removed from the site.
- Pedestrian access must be maintained at the site at all times. This includes having clear thoroughfares and not blocking path ways, entrances and exits to the site.
- All directions issued by parks rangers, authorised Council officers or members of the NZ Police must be followed at all times.
- Only essential vehicles are allowed to remain on site during events and at some sites vehicles are not permitted, or not permitted during certain times.

Rain and Inclement Weather:

- The possibility of inclement weather needs to be taken into account.
- Council does not provide wet weather alternative arrangements and marquees cannot be set up at late notice.
- Please be aware that vehicle access onto parks or reserves is subject to prior consent of the Area Park Contract Manager. However, we recommend you prepare and keep in mind a contingency plan for alternative arrangements in case of wet weather where the approval of vehicle access onto Council Parks is automatically void.

Fenced Areas:

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 'safe route out' that is compliant with the Building Code for a totally fenced area.

For a fully fenced area with capacity for LESS than 2,000 attendees at any one time:

The event organiser is required to:

- refer to section C1 – C6 Fire Safety Clauses of the B-053 Marquees and Temporary buildings process sheet for guidelines. See link: <https://ccc.govt.nz/assets/Documents/Consents-and-Licences/building-consents/B-053-Marquee-and-Temporary-Building-Compliance-Statement.pdf>
- Note: if capacity is between 101-2,000 people then the Evacuation Procedure will need to be approved by the New Zealand Fire Service.
- Submit any required exemption for building consents applications for the temporary structures inside the fencing, which is to include an accurate event site plan.

For fully fenced area with capacity for OVER 2,000 attendees at any one time:

The event organiser is required to:

- Engage an independent fire engineer company and comply with the advice that they provide, and
- Submit any required exemption for building consents applications for the temporary structures which is to include an accurate event site plan.

Pop-ups and Marquees:

- If you intend to have any temporary infrastructure or amend the infrastructure proposed in your application, you will need to inform the Events Advisor; at least TWO WEEKS prior to your event taking place so ground marking of underground services can take place. There may be a fee charged for this.
- You must ensure that underground services (cables and pipes) are not damaged – if you intend to use pegs that are more than 150 mm long (15 cm - 5.9 in) in the park grounds, you must check the park grounds for underground services first. (Contact an underground locator supplier for marking, or Orion and Spark for maps of their underground services).
- If required, Irrigation marking to be organised with the Park Manager through a Council Events Partnerships and Development advisor at the Event Organisers' expenses.
- Positioning should be at least 1m away from the trees drip lines.
- Marquees measuring over 100m² will require an [exemption from building consents](#). The application of this is the responsibility of the marquee owner but it is vital event organisers make sure this is done.

Staging:

- Any stages which are not trailer/vehicular, and are over 1.5m high will require an [exemption from building consents](#). This should be applied for by the supplier but it is vital event organisers make sure this is done.

Inflatable Devices:

- WorkSafe NZ stipulates that Event Organisers (are stakeholders and therefore) have responsibility for ensuring that all activities are compliant under the relevant sections of the Health and Safety in Employment Act 1992.
- 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.
- Whenever using a cord outdoors you must use a residual current device (RCD) or isolating transformer to protect from a fatal electric shock by quickly cutting the current in the event of an electrical problem.
- *Read more about inflatable devices requirements to operate on [WorkSafe website](#).*

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.
- Whenever using a cord outdoors you must use a residual current device (RCD) or isolating transformer to protect from a fatal electric shock by quickly cutting the current in the event of an electrical problem.

Noise:

- At all times the volume of the music and activities should be kept to a reasonable level so that they do not unreasonably interfere with the peace, comfort and convenience of any neighbour (whether residential, business or other) in the vicinity of the park.
- To comply, amplification should be kept to a minimum, directed away from neighbours and tailored to the size of the audience. It is important that “foldback” sound is also minimised.
- The performers should be informed of the above requirements and the importance of showing consideration and common-sense with regard to noise levels.
- Surrounding residents and businesses should be advised of the event by a letterbox drop or similar, and this information should include a contact phone number for the organiser so that any issues arising from the event can be promptly addressed.
- Any instructions with regards to sound levels issued by an officer of the Christchurch City Council or acting for the Christchurch City Council should be complied with immediately.

Fireworks:

- A site plan outlining the proposed area for the fireworks display must be provided
- A detailed list of all fireworks to be used must be provided
- You must obtain [Fire Service Approval](#) from Fire and Emergency NZ 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 pyrotechnic display prior to the event.
- *Read more about inflatable devices requirements to operate on [WorkSafe website](#).*

BBQs and Selling Food:

- Mobile food carts operating for a private profit must be [registered](#) under the Food Act 2014 with a Council or the Ministry for Primary Industries and must ensure it produces or serves safe and suitable food.
- If you are planning to have a casual BBQ or a sausage sizzle at your event as a fundraiser (not-for-profit purpose), please read the Ministry’s advice on [fundraising and community events](#).
- For clarification please contact the Council Food licensing team on (03) 941 8999, email healthlicensing@ccc.govt.nz or check [our website](#).
- Only gas barbecues are permitted within all Christchurch parks.

Alcohol:

- A Special Liquor Licence is required for events that sell alcohol or if the consumption of alcohol is part of the event.
- Special liquor licence for events must be obtained, a copy provided to Council and a copy displayed at the event if alcohol is to be sold or served at an event. Alcohol cannot be distributed or sold outside the approved event area.
- Please contact CCC Alcohol Licensing team a minimum of 25 working days before the event to apply for a Special License, on (03) 941 8827, email alcohollicensing@ccc.govt.nz or visit [our website](#).

Power Supply at Events:

- Power boxes are available in some event spaces. There is minimum charge of \$50 per power access, and then cost of 0.25c per Kilowatt unit used will be charged.
- A registered electrician might be required for some power source connections.
- Whenever using a cord outdoors you must use a residual current device (RCD) or isolating transformer to protect from a fatal electric shock by quickly cutting the current in the event of an electrical problem.

Toilets:

It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and the public, and to maintain these toilets in a clean and stocked condition for the duration of the event.

Your site plan must show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets you will need to provide will depend on anticipated crowd numbers, patron gender (women generally require more facilities than men do), whether there is service of alcohol and the event duration. Disabled toilets must be available and all facilities must be well lit to avoid security and safety hazards, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly.

Alcohol-free Events					
	Male			Female	
Patrons	WC	Urinals	Hand basin	WC	Hand basin
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
Alcohol available Events					
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

The figures in the previous two tables may be reduced as follows for events of shorter duration:

Duration of event	Quantity required
8hrs +	100%
6-8 hrs	80%
4-6 hrs	75%
Less than 4hrs	70%

Example; less than 100 patrons for an event of 4 hrs with alcohol available

Male			Female	
WC	Urinals	Hand basin	WC	Hand basin
5x.70=3.5 (4)	10x0.7= (7)	4x0.7=2.8 (3)	16x0.7=11.2 (11)	4x0.7=2.8 (3)

Traffic Management Plans (Full road closures, traffic control, parking restrictions):

If your event will affect the normal operation of the road/footpath, you will require a [traffic management plan](#) drawn up by a qualified traffic engineer or similar.

Temporary road closures for events are divided into three types depending on the impact of the road closure on the public and properties in the area.

The 3 categories are:

- Small non-commercial community event
- Medium impact event
- Large impact event

The closure type determines how far in advance of the closure you must submit your application for the temporary road closure, see [Road Closures for Events – 3 Stage Event Classification and Process](#) to determine which category the event falls under.

For “Small, non-commercial, community events” which is defined as an event with less than 150 people in attendance where:

- no commercial activity will occur
- no alcohol is intended to be sold
- no structures greater than 100m² will be installed on street
- noise contour levels will not be exceeded during the event.

The [road closure process for small community events](#) may be followed.

To apply for a temporary road closure, please contact a [Traffic Management provider](#) to assist you.

Closure type	Apply in advance of event	Minimum public notice period
Small Community event	30 days (4 weeks)	7 days (1 week)
Medium impact event	60 days (8 weeks)	7 days (1 week)
Large impact event	120 days (17 weeks)	To be determined on a case by case basis but will be in excess of 7 days and likely include wider communications strategy

Note: The times above are a minimum requirement. Other conditions may be specified on a case-by-case basis.

Drones:

- 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](#).

Insurance:

If someone is injured or their property is damaged during an event, legal action may be taken against the organising body to recover losses or for damages. Public liability insurance is designed to help protect you by ensuring that if this does happen, you have adequate cover to fund any successful claim. Council requires events to have Public Liability Insurance according to the following:

- No public liability insurance required - Events with less than 500 people, NO infrastructure or vehicles on the grounds (BBQ allowed) (NO fireworks)
- Over \$1m public liability insurance required - Events with less than 500 people, light infrastructure i.e. ezi-ups, small stages, trailers
- Over \$2m public liability insurance required - All other events with over 500 people and/or significant infrastructure including anything with more than 15cm long pegs/stakes.

The insurance must be in the legal organisation name or governing body. The event organiser must ensure that the insurance provides coverage for the specific event location and activity. A copy of a current Public Liability Insurance Certificate must accompany the application and final approval will not be given until it is received.

Site Maps:

- A detailed, to-scale site map showing event set up needs to be provided prior to the event. Some things that may need to be included are:
- Crowd control infrastructure such as fencing
- Entry and exit for attendees
- Emergency exit locations and evacuation point
- First aid stations
- Toilets
- Infrastructure such as marquees, pop-ups, stage, seating, bouncy castles or amusement devices
- Water supply
- Generators or power supply
- Vehicles on site during event and their access route
- Food vendors
- Licenced areas
- Lost children meeting point
- Road closures
- Parking (if available on site)

Health and Safety Plan:

Requirements that must be part of your written Health and Safety Management Plan to align with the Health & Safety at Work Act 2015:

- A system is in place for the identification, assessment, control and review of hazards before and during the event.
- Health and Safety responsibilities are assigned to designated staff including volunteers.
- All staff working at the event location have the necessary knowledge and skills to perform their job adequately, or will be adequately supervised.
- A plan is in place to inspect the event location to ensure that the venue is safe prior to the event.
- An Accident Register is kept on site.
- An Emergency Plan designed for the event is in place for dealing with a variety of reasonably foreseeable emergency situations. (natural event(s) or as a result of event activities)
- A Health and Safety briefing is carried out with staff (including volunteers) prior to each session of the event and is documented.
- A system is in place with the collaboration of all partners and suppliers to ensure the public is not endangered by activities carried out at the event venue.

Emergency Response Plan:

What will happen in an emergency and who will do it?

Most event emergency plans should address the same basic requirements, to:

- get people away from immediate danger
- providing first aid and medical assistance
- summon and assist emergency services
- onsite emergency response, i.e. use of fire extinguishers
- handle casualties
- deal with the displaced / non-injured (e.g. at a festival with camping)
- liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency)
- traffic management, including emergency vehicles
- providing first aid and medical assistance
- incident control
- protect property

Evacuation Procedures:

What will happen in an evacuation, who will do it and how will people know what to do?

Procedures for staff and volunteers to follow in an evacuation should include:

- raising the alarm and informing the public
- summoning the emergency services
- crowd management, including evacuation, where necessary – may be a full evacuation of event site or partial evacuation of site
- evacuation meeting point
- evacuation of people with disabilities
- liaison with emergency services

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/hazard					
Risk/Hazard (what risks are there that may harm people)	Risk Rating Low Medium High	Pre, during or post event risk?	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?

Your health and safety plan must be specific to the event and the site. It should be reviewed and updated after each event is held.

