



EVENT PLANNING ON THE COROMANDEL



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TIPS FOR GETTING STARTED

LOCATION & VENUES

See what public indoor facilities are available to hire from the our council (TCDC) on the [Venues Webpage](#). View the [Reserves](#) available in the District and information on obtaining concessions for use of these on our website [Parks and Reserves webpage](#). Have you considered community halls? Make contact with TCDC who can assist with your enquiry or make a booking.

A selection of private facilities can also be found on [The Coromandel regional website](#).

SITE CHECK

It always pays to visit the location where you are planning to host your event to see for yourself if it matches your requirements.

PLAN AND BOOK AHEAD

The Coromandel currently hosts 300 events in a year – most of which are held in summer. Some days there will be multiple events on the same reserve so make sure you plan ahead and book your event early. You should allow a minimum of three months to lodge your application with our Council.

OBTAIN THE RELEVANT PERMIT

There is potential that your event won't go ahead if you don't book and follow the process. You may need a resource consent if you're hosting an event on private land, a building consent if you're erecting a structure like a stage or marquee/gazebo bigger than 100m², a licence if there is alcohol involved and there are a host of other considerations like noise control, waste produced, health and safety and food licensing. That's why it pays to start planning early.

READ THE FINE PRINT

There are conditions spelt out clearly on your permit. Failing to read, understand and adhere to those conditions is a recipe for potential disaster.

INVOLVE THE POLICE FROM THE OUTSET FOR ANY SIZE EVENTS WITH ALCOHOL OR CROWDS OF 1000 OR MORE

If more than 1000 people are expected it's also advisable to attend a meeting of your local Community Board and tell them about your event during the Public Forum – held at the start of each meeting.

FEES & INSURANCE

Public Liability Insurance is required for all events with more than 500 people and commercial events. There may also be a bond and fees payable.

KEEP IT GREEN

Events can generate a lot of extra rubbish and have other negative impacts on the environment. As a minimum you should recycle any waste that you can and be sure that our precious water isn't wasted – especially in summer when there are restrictions in place. If you are running a large event consider contacting professionals to manage all your recycling, site clean-up and toilets. Toilet waste must be properly managed and if you are using portaloos these should be marked out on your Site Plan.

Download the [Major Event Greening Guide](#) for an action plan.

GOING PRIVATE

Rules still apply for events held on private land. Talk to our [Council](#) for more information.

SUGGESTED TIMELINE FOR PLANNING YOUR EVENT

18 MONTHS – 2 YEARS BEFORE EVENT

GET ADVICE (LARGE EVENT)

If you're planning a large event or one that will feature alcohol - get advice on locating venues, marketing, logistics, sponsors or funding through our [Council](#).

RESEARCH VENUE OPTIONS

Carry out a site check of your shortlisted locations.

1 YEAR BEFORE EVENT

RESEARCH THE VENUE OPTIONS (SMALL EVENT)

If you're planning a smaller event or a wedding contact us for ideas on public venues and contact details for booking a community hall.

For private facilities view The Destination Coromandel website for more information.

POLICE

Contact the police to discuss your event if it will be large or if alcohol is involved. Ascertain any unforeseen obstacles or concerns.

SITE CHECK

Carry out a site check of your shortlisted locations.

BOOK THE VENUE

Contact our council to book one of the public venues in our area or at one of our numerous reserves. If you're planning to use private facilities, make sure you make contact with the owners as soon as possible.

1 YEAR TO 9 MONTHS BEFORE EVENT

EVENT APPLICATION

Book an appointment to talk to our District Events Co-ordinator to obtain an Event Application pack and to discuss the relevant requirements for licenses and plans. Read this carefully and make a start on filling out all the required paperwork.

LODGE YOUR APPLICATION WITH OUR COUNCIL

If your event will attract 500 or more people you need to supply a Health and Safety Plan 75 days prior to the event.

LIQUOR LICENCE

If the planned activity involves selling or consuming alcohol on a reserve, public or private place a liquor license is required. A liquor license will only be issued once the concession permit or license is issued. A liquor license usually takes 8 weeks to process if there are no appeals and a fee applies. Make sure you've got this covered in the 4-6 months prior to your event.

OTHER COUNCIL CONSENTS

Make sure you have submitted or plan to submit all required council consents including, temporary building, road closure, etc.

6 MONTHS BEFORE EVENT

MARKETING AND PROMOTION

Plan your marketing and promotions and book your advertising schedule (in addition to all the other work you would already have been doing to organise your event). Make contact with our [Events Co-ordinator](#) who will assist with the marketing of your event through our council channels.

LOGISTICS

Ensure all logistics have been ordered and confirmed. This includes all event requirements from staging and marquees to toilets, security, fencing, furniture etc.

YOUR TEAM

Make sure your organising team, volunteers, contactors and stakeholders are across all aspects of your event plan.

QUICK LINKS FOR COUNCIL CONSENTS AND EVENT TEMPLATES

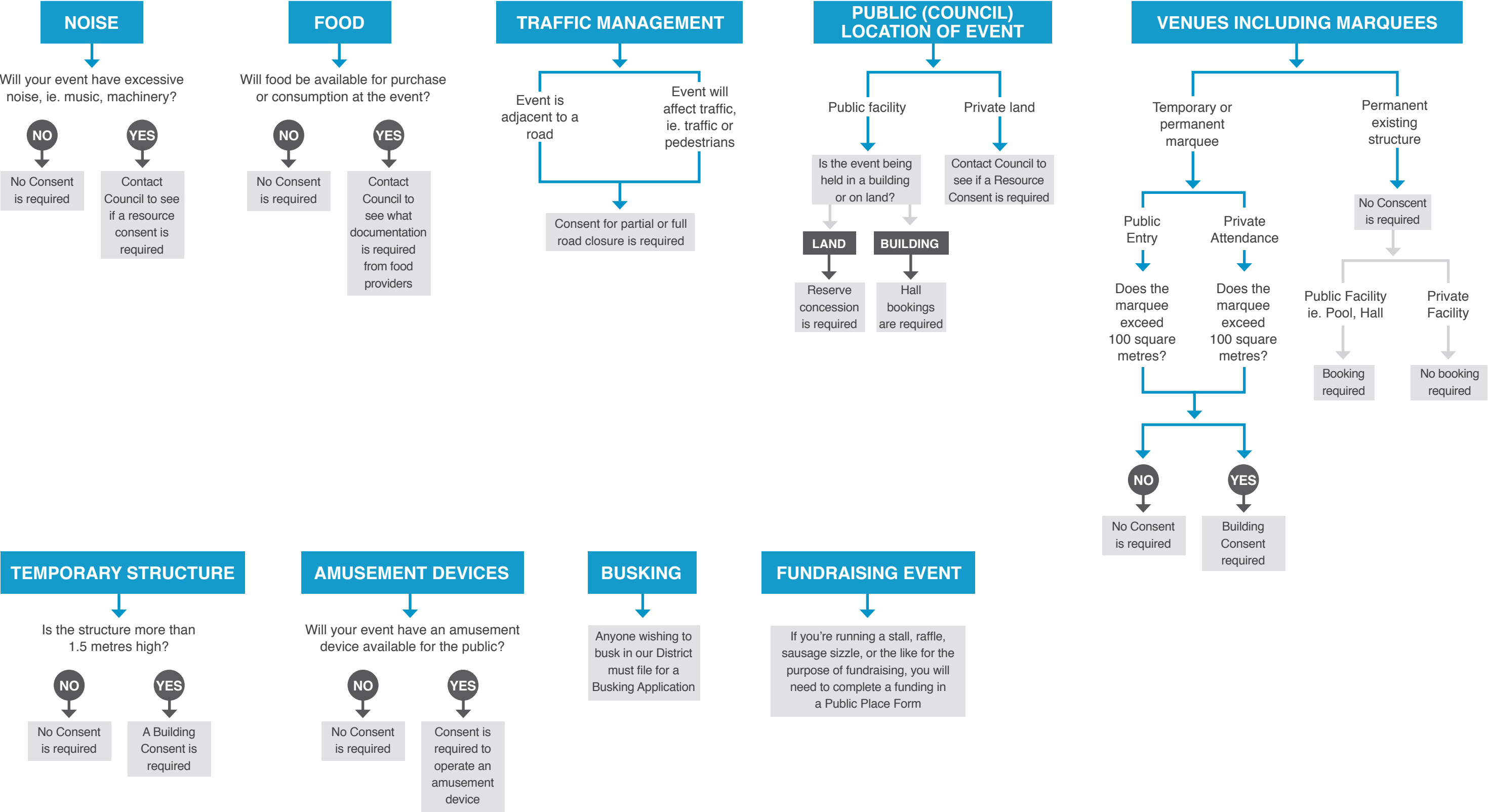
- » [Event Application](#)
- » [Amusements Ride Operators](#)
- » [Food Vendors](#)
- » [Street Flags](#)
- » [Liquor \(Special\) Licence Application](#)
- » [Busking](#)
- » [Marquees and Platforms Building Permit](#)
- » [Noise Controls](#)
- » [Firework Displays Noise Controls](#)
- » [Fundraising](#)
- » [Signage – Signage Bylaw](#)
- » [Fire Permits](#)
- » [Filming Your Event](#)
- » [Parks and Reserves](#)
- » [Traffic Management – Partial and Full Road](#)
- » [Community Halls](#)
- » [Online District Plan](#)

EXAMPLE EVENT PLANNING DOCUMENTS

View our online examples for various event planning documents. These are only a guide and must be re-produced to fit with each individual event. All documents can be found [here](#).

- » [Health and Safety Plan](#)
- » [Emergency Evacuation Plan](#)
- » [Event Plan](#)
- » [Security Plan](#)
- » [Site Plan](#)
- » [Alcohol Management Plan](#)
- » [Traffic Management Plan](#)

FLOW CHART FOR COUNCIL REQUIREMENTS



EVENT PLANNING SCHEDULE

NOTE: This schedule is a guide only and will vary depending on the size and type of event. It is a brief overview with key elements and must not be limited to this content only.

	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	JAN
Appoint a steering committee or project team and allocate roles													
Develop your event plan and event budget													
Talk to stakeholders, emergency services and local authorities													
Develop other event policies (Health and Safety Plan, Liquor Management Plan, Site Plan, Traffic Management Plan, Emergency Evacuation Plan, Security Plan, Marketing Plan)													
Book venue													
Submit applications for consents													
Apply for funding													
Organise insurance													
Organise and book all logistics (marquee, fencing, furniture, stage, lighting, toilets, sound, security, etc)													
Organise and book all entertainers (make sure contracts are signed)													
Organise and book stall holders, vendors etc (make sure fees paid and rules and regulation supplied)													
Compile event resources (programmes, flyers, stall designs, exhibitor packs, name lanyards, signs etc)													
Consult with neighboring properties, locals and businesses													
Implement marketing plan													
Update stakeholders, emergency services and local authorities													
Organise volunteers / staff													
Tickets go on sale / registration open													
Update logistic contractors, stall holders, entertainers													
Check all consents have been issued and that you comply with the rules													
Update volunteer / staff													
Update participants													
Event pack in (set up)													
Conduct all briefing													
Event Day													
Event pack out													
Thank everyone													
Event debrief / evaluation / feedback / reconcile budgets													



SMALL EVENTS

LOCATION AND VENUES

See what public and private facilities are available to hire via [our Council](#) or [The Coromandel](#). View the [reserves](#) we have in our area and information on obtaining [concessions](#) for use of these Parks and Reserves. Have you considered community halls? Make contact with [our Council](#) who can assist with your inquiry or make a booking.

SITE CHECK

It always pays to visit the location where you are planning to host your event to see for yourself if it matches your requirements.

PLAN AND BOOK AHEAD

The Coromandel currently hosts 300 events in a year – most of which are held in summer. Some days there will be multiple events on the same reserve so make sure you plan ahead and book your event early. You should allow a minimum of three months to lodge your application with our Council.

OBTAIN THE RELEVANT PERMIT

There is potential your event won't happen if you don't book and follow the process. You may need a resource consent if you're hosting an event on private land, a building consent if you're erecting a structure like a stage or marquee/gazebo bigger than 100m², a licence if there is alcohol involved and there are a host of other considerations like noise control, waste produced, health and safety and food licensing. That's why it pays to talk to our council early.

READ THE FINE PRINT

There are conditions spelt out clearly on your permit. Failing to read, understand and adhere to those conditions is a recipe for potential disaster.

GOING PRIVATE

Rules still apply for events held on private land. Talk to us for more information. Read the [District Plan](#) online for more information.



LARGE EVENTS

TIPS FOR HOSTING AN EVENT FOR CROWDS OF 1000 OR MORE

If more than 1000 people are expected it's advisable to contact our [Events Co-ordinator](#) in the first instance to tell them about your event.

INVOLVE THE POLICE FROM THE OUTSET FOR ANY EVENTS WITH ALCOHOL

If there will be alcohol consumed at your event you will need to consider many additional aspects including liquor licenses, liaison with Police, security at the event and more. Talk to local Police from the outset about your plans.

FEES AND INSURANCE

Public Liability Insurance is required for all events with more than 500 people and commercial events. There may also be a bond and fees payable.

KEEP IT GREEN

Events can generate a lot of extra rubbish and have other negative impacts on the environment. As a minimum you should recycle any waste that you can and be sure that our precious water isn't wasted – especially in summer when there are restrictions in place. If you are running a large event consider contacting professionals to manage all your recycling, site clean-up and toilets. Toilet waste must be properly managed and if you are using portaloos these should be marked out on your Site Plan.





GETTING MARRIED

If you would like to get married on any of our beaches or reserves you will need to contact our council to make a [booking](#).

Our beaches and reserves on the Coromandel are, unsurprisingly, popular venues for wedding ceremonies so be sure to book early to avoid disappointment.

Once you have contacted us to book the exact location for your ceremony you will pay a fee and fill in a wedding ceremony permit to use a reserve. You will be given a letter confirming your booking and it's a good idea to give this letter to a reliable person at the ceremony.

Some of our reserves do not allow marquees so contact our Council to find out more.

A list of [commercial ceremony](#) and [reception venues](#) are available to view online.



EVENT PLANNING

A major event takes time to plan. Ideally planning should begin four to twelve months prior to the event, depending on the size of the event. Initially meet with key stakeholders to begin the compliance process and registering the event. Issues such as lead times for road closure contribute to the length of this stage.



POINTS TO CONSIDER IN YOUR EVENT PLAN

An event plan is a comprehensive document summarising details about the event, such as the background, the aims, objectives and outcomes of the event, resources required to successfully run the event and a budget.

Points to consider when developing an event plan:

BACKGROUND

The idea behind the event, as well as a brief history on the event, how, when and why the event was established.

PARTICIPANTS

The number of people you intend to attract to the festival, including festival goers (adults and children), exhibitors, volunteers, staff and contractors.

TARGET MARKET

The type of people likely to be attracted to the event. This will be mainly defined by age, gender, geography, socio-economic grouping, or any other combination of demographics.

AIMS

What is to be achieved by staging the event. eg:

- Showcasing Coromandel food and wine to New Zealanders
- A month long celebration of 'Homegrown Coromandel'

OBJECTIVES

How each aim will be achieved. eg:

- Provide a variety of food related events. Café Crawls, food trail etc.
- Provide a month long calendar of events staged around The Coromandel with a focus on 'Homegrown'

OUTPUTS

What is provided for the patrons. eg:

- Detailed homegrown food trail brochure
- An enjoyable, affordable, safe and accessible festival programme

OUTCOMES

The final product or result. eg:

- Increase awareness of Coromandel food and wine
- High level of participant satisfaction

RESOURCES

A list of all parties involved in making the event happen. Include numbers and names if applicable.

- Festival Committee
- Festival Manager
- Department Managers
- Volunteers
- Community Organisations
- Others (Emergency Services, council, sponsors)

An example Event Plan can be found [here](#).

An event plan is an important report that will be used as a supporting document for council consents, sponsorship proposals and grant applications. It will also be used by the event management team as a reference point.



EVENT LOGISTICS

A summary of the logistical requirements that will be required to stage the event.

Include numbers, sizes, dimensions and times.

- | | | |
|--|-------------------------|---|
| • Location | • Site access | • Tickets |
| • Stages | • Security | • Road Cones |
| • Toilets | • First aid / Ambulance | • Water Tanks / Bottles / Ice / Temporary Walls |
| • Rubbish | • Fencing | • Communications / Radios |
| • Lighting | • Wristbands / Stamps | • Trophies / Awards / Certificates |
| • Seating | • Flooring | • Glasses |
| • Marquees | • Sound | • Furniture |
| • Food and Wine | • Power / Generators | • Transportation / Shuttles / Busses |
| • Car parking | • Performers / Music | • Eftpos / ATM |
| • Traffic management/
Road Closures | • TV, Live Video Feeds | • Signage |
| • Cleaning | • Cooking Equipment | • Timekeeping Equipment |
| | • Merchandise | |



RISK MANAGEMENT

Issues to be considered that could potentially harm the event.

- Accidents
- Cancellation Of Event
- Structure Collapse
- Human Waste Disposal
- Permitting
- Crowd Control
- Bomb Threat
- Lost Children
- Traffic
- Adverse Weather
- Media Relations
- Ticketing
- Food waste disposal
- Uneven ground levels
- Electrical cabling
- Assault
- Building Inspection
- Lost and Found
- First Aid Matters
- Insurance Liability Issues
- Fire
- Earthquake
- Evacuation Of Area
- Security
- Communications
- Food Handling Violations
- Loss Of Utilities (water, power, sewage)
- Rock Walls
- Guide Ropes For Marquees
- Hazard Materials (HAZMAT)

MARKETING

Give an outline of what marketing is planned for the event. If times, quantities and dates are available it is a good idea to also include these.

PRINT MATERIAL

- Programmes
- Posters
- Brochures
- Flyers
- Events Calendars
- Press/Media Releases

ONLINE MARKETING

- Website
- Other website links
- Other website listings
- Social Media

COMPETITIONS / GIVEAWAYS

TV

- Specific programmes
- Ad campaigns

MEDIA HOSTING

- Newspapers
- Magazines



SPONSORSHIP & FUNDING

It is a good idea to outline the proposed / confirmed sponsorship and funding secured for the event. Should any of the sponsors not yet be confirmed make sure you note this on the document. It is also recommended that you outline the amounts and the purpose of the funding.

Central and local government are now giving greater weight to maximising the longer-term economic and social opportunities arising from hosting major events.

National and local funding is available for Major Events from:

[New Zealand Major Event Fund](#)

[Lottery Grants - Community Matters \(COGS\)](#)

[Thames-Coromandel District Council Major Events Sponsorship](#)

[Community Board Community Grants](#)

BUDGET

If a budget has been done, include this in the event plan also. Remember, if the budget is only in draft form, note this in the document also.

PROGRAMME

It always looks good if a programme (even if only draft) can be included in the event plan. This will give those viewing the plan a bigger picture of the event.

VENUE / SITE SELECTION CHECKLIST

You may need to look at alternative venues or sites before deciding on the one that best suits the type of event being held. Should you wish to hold your event on Council owned land, it is essential that you apply for a [reserve concession](#).

CHECKLIST

Check the services and utilities that are available on the spaces / venue you are planning on using. Make sure you consider things like the size of the crowd you are expecting, times of the event etc. Discuss requirements with us and venue manager.



Services You May Need:

- ☐ Electricity
- ☐ Signage
- ☐ Lighting
- ☐ Sound System
- ☐ Toilets
- ☐ Fencing
- ☐ Water Supply
- ☐ Fuel Lines
- ☐ Facilities For Lost Children
- ☐ Lifesavers (if on water)
- ☐ Communications
- ☐ Kitchen / Catering Facilities
- ☐ Staging
- ☐ First Aid
- ☐ Telephone / Mobile Phone Coverage
- ☐ Parking Including Access For Mobility Impaired
- ☐ Eftpos Station

FLOW OF PEOPLE

The movement of the public through the venue is a key element to the success of any event. Ticketed events can be monitored by the amount of tickets sold but free events can attract larger than expected crowds.

The number of entrances and exit management needs to be considered. It is important to always keep exits clear and well signposted.

When planning performance areas the exit must leave room for people to move about. Avoid bottlenecks in the foot traffic zones to prevent the crowd having long waits and to stop crushing occurring.

ACCESS FOR EMERGENCY VEHICLES

Positioning of emergency service locations including parking spaces and route in and out of event and to hospital should be discussed and agreed with the services before the event.

Fixed buildings have an evacuation scheme and comply with those requirements.

Access Considerations:

- Traffic movements within the site
- Access roads must be clear at all times
- Official parking is provided for all emergency services
- Site maps must be provided for all emergency services with clear indications of positioning for them during the event. Site maps must be reviewed and accepted by emergency services.
- Exits and entrances are not blocked
- Wardens are present
- Surfaces need to be considered for purpose and weather suitability ie; grass, tile areas, etc.
- Alternative routes to and from site need to be identified in case of an emergency
- Trucks, helicopters, fire engines etc need wider access and should be considered
- Distance from nearest hospital and methods of transport need to be considered

POTENTIAL HAZARDS

Potential hazards e.g. proximity to water, fire danger' must be identified when planning an outdoor event.

Consider hazards in the event of wet weather during an outdoor event.

PROVISION FOR DISABLED PEOPLE

Provisions need to be considered for people with disabilities to access and move around the venue/site.

The site plan must allow for people in wheelchairs to:

- Be able to access toilets with ease
- Be able to access bars and food outlets with ease
- To enter entertainment areas with ease and feel safe
- Be able to leave the venue/site with ease in case of an emergency
- Leave the site in case of emergency without impeding the access route for others

Organisers should also consider safety provisions for the hearing and visually impaired.

TRAFFIC MANAGEMENT & PARKING

Consideration for parking and traffic flow is essential when selecting your site or venue, and is critical for large events. The event organiser is responsible for any traffic disruption associated with the event so proper planning and organising should eliminate congestion and problems.

Many large venues have existing traffic management plans which form the basis of the Traffic Management Plan (TMP) for events held at these venues. For any event the event organiser may choose to engage the services of a private sector traffic management company.

It is vital that a traffic management plan is prepared for all events that will involve a full or partial road closure.

Access for emergency services and provision for their parking is essential.

Other considerations:

- Ease of car parking
- Signage
- Trained vehicle marshals
- Additional access requirements

Traffic jams can add tensions to the atmosphere and can cause huge problems in an emergency.

Remember you will need to supply a TMP and the relevant road closure forms.

Once approved, a copy will be sent to our Council for sign off and advertisement purposes. It is advised that you follow up and ensure all parties have signed off on your TMP.

For more information on obtaining consent for a full or partial road closure view the details [on line](#).

IMPACT ON THE ENVIRONMENT

Major events will have some impact on the environment and it is the event organiser's responsibility to keep this as minimal as possible. Careful planning of the event site can eliminate damage to the environment.

Impact Planning

- Sufficient rubbish bins, so litter isn't thrown on the ground or in water areas.
- Strategically positioned stages so that trees and vegetation are not used as spectator spots
- Develop contingency plans in case of bad weather at an outdoor event to eliminate damage to the environment eg: turning grass to mud
- Consider noise impact
- Impact on residents and business owners
- Capacity and suitability of the chosen location for events that occur regularly

Assess Environmental Effects

- Noise and vibrations
- Odours
- Discharges including contaminants
- Negative visual effects
- Increased traffic

You must also apply for resource consents if the environment may be affected in any way. Similarly if people or communities are likely to be affected the impact needs to be considered during the planning process. Check with our Council to see if a resource consent will be required.





YOUR TEAM – ESTABLISHING AN EVENT ORGANISING PARTY

An event organising working party needs to be established and meet regularly prior to the event. The tasks should spread across the working group so managers can focus on their specific areas.

It is also recommended that a local council representative and emergency services representative have direct communications with the event manager.

In some events one person may manage more than one area.

EVENT ORGANISER / MANAGER

The event organiser is responsible for the overall management of the event. Their responsibilities include;

- Planning
- Organising
- Resources
- Relationship managements
- Financial management
- Negotiating
- Creative management
- Networking
- The event organiser/manager should contact our Council, Destination Coromandel and agencies such as Police early in the planning process and keep them in the loop.

EVENT SAFETY MANAGER / COMMITTEE

Planning for potential risks is crucial for any major event. It is important to consider the size of the event, the risks to spectators and participants, and the emergency support required to ensure the event is safe.

It is the Safety Managers responsibility for:

- Health and Safety Guidelines
- Water Supply
- Food Management
- Public Safety Management
- Public Health Management
- Evacuation Scheme
- Alcohol Management Plan

In the early stages of planning the event organiser should identify an event safety committee to share the responsibilities. The size and nature of the event will determine whether an event safety committee is required. In large events it is not feasible for one person to directly manage all areas but the event organiser has the overall responsibility for the safety of all staff and the public.



MARKETING & PROMOTIONS MANAGER

The marketing and promotions manager will be responsible for the following:

- Promotions
- Advertising
- Media Releases
- Media Management

Media campaigns can play a role in safety in a major event. Advertisements are a good way of providing the public with a site map and program for the event.

If any specific safety messages need to be promoted to the public, pre-event advertising is a perfect opportunity to do this.

It is also worth investigating your channels for ticket purchase, as these agencies can also play a significant role in the marketing of your event.

LEGAL MANAGER

It will be the legal managers role to ensure the following legal requirements are applied for and/or managed:

- Permits
- Consents
- Insurance
- Finance
- Contracts
- Other Legal Requirements

LOGISTICS MANAGER

The Logistics manager may also be the Event Manager depending on the size of the event, it will be his / her responsibility for:

- Emergency Management
- Traffic Management
- Site Management (marquees, fencing, stage, sound, lighting etc)
- Security Management
- Communications and Contracts
- Waste Management
- Staff Provisions
- Other Logistics (i.e. entertainers etc)

EMERGENCY SERVICES & OTHER KEY AGENCIES

Relevant agencies to speak to:

- Our Council for noise control, road closure and rubbish
- Fire Service
- Police
- First Aid and Ambulance and Medical/Health care. Eg doctors, physiotherapists
- Public Health
- Security Company
- Hire Licensing
- Road Authority: OPUS
- Local Businesses and Local Ratepayer Association
- OSH
- Media
- Local Bus Company Or Taxi Company
- i-SITE / Information Centre
- Destination Coromandel

POLICE

Approach the police as soon as practical before the event to allow for extra resources if necessary. Contact is usually via the local body representative. Early contact helps to establish the event partnership.

When to contact the police is event dependent. For large events contact is made when the event is pencil booked in the pre-event stage, nominally five months prior to the event. Relationships between police, council and the event organiser should be established as early as possible.

It is essential that a police officer be involved in the planning and briefing process.

SECURITY PLANS & STAFF

Security plays a major part in the success of an event. The event organiser and the security provider need to plan together to highlight any possible problems that may occur and ways to address them.

A security plan is a component of the event plan. It also plays a key part in your health and safety policy. Therefore it is vital that it is developed in conjunction with the initial event planning process.

The security company you appoint should be able to provide appropriate staff for the type of event you are holding and should be available to speak to their plan to local authorities.

Security guards are guided by the Private Investigators and Security Guards Act 1974 which ensures that those carrying on business as security guards are fit and proper persons to do so, and to regulate the conduct of business by private investigators and security guards.

The Act states that no person shall be a security guard unless he is the holder of a security guard's license for every class of the business being carried out. This means anyone calling themselves a security guard must hold a current Certificate of Approval (COA) and be employed by a registered security company.

Due to employment levels and the style of event security work, security firms have a high percentage of part time and student workers, this meaning that their key and full time staff may be registered (COA) but casual staff may not. This does not mean they are not appropriate for the role they will be fulfilling. You will need to discuss your specific needs with the provider so that you receive an appropriate outcome for your event.

A number of local organisations and individuals can also play a part in your security plan. Crowd management and perimeter control can be done by local Māori Wardens, fire officers (a uniform can go a long way), Lions Club, Rotary Club, Surf Lifesaving Club and other voluntary organisations looking to earn some fundraising money can also be of help.

Remember they are volunteers and are not to be the primary source of security. You will need to ensure they are properly briefed for their role at the event and ensure security also know everyone's responsibilities.

Responsibilities of Security

- Crowd Control
- Back Of House
- Front Of Stage (specialist skill required)
- Cash Protection
- Equipment Protection
- Procedure For Confiscated, Prohibited Or Left Items (with police)
- Control Of Access To Stage Or Performance Areas
- Control Of Exit Points
- Control Of Parking And Traffic Flows Within Venue
- Searches for alcohol, drugs and weapons as conditions of entry with police liaison receptacles must be appropriately located for disposal
- Liquor ban enforcement (if applicable include liaison with police)
- Communications (RT) with security
- Arrangements in the event of a criminal threat e.g. Specific checking on casual staff, security on corporate food tents full time etc
- Missing persons procedures

A security plan must also be provided to our council along with your event application for all events with over 500 participants.

The following should be considered when developing your security plan:

- Cash
- Prohibited Items
- Equipment
- Crowd Management
- Site Management
- Entry Management
- Band Security
- Alcohol
- Removal From Site



FIRE SERVICE / FIRE PERMITS

The fire service will help you to develop the necessary plans for fire evacuation and emergency. Use your venue assessment checklist as a guide to developing an event that is safe and for which assessments have been made prior to the day. The timing of final inspections needs to be carefully managed in consultation with fire service.

The fire safety department will assist with a fire evacuation scheme but note that fire permits are issued by Fire and Emergency NZ (FENZ).

The requirement for a permit generally depends on the type of fire season currently declared:

Contact FENZ for latest information on fire bans and issuing of permits.

Some structures capable of holding 450 people or more require specially trained wardens to be present at all times when the structure is occupied.

For temporary structures you will need to allow for portable extinguishers and make plans for evacuation procedure if necessary.

[Fire permits](#) are required for all open air fires, bonfires, and for events where naked flame is used.

Refer to the [FENZ website](#) for clear guidelines and instructions to follow when determining whether an evacuation scheme/procedure is necessary.

If you need a scheme it gives you the options of using a consultant, developing a scheme online or developing a scheme offline.

PREPARE EVACUATION PLAN

An evacuation plan must be developed for any major event in the case of emergency. An evacuation plan is also sensible for small/medium events. The event organiser is responsible for preparing an evacuation plan but may choose to delegate this function to the safety manager (if the position exists). The fire service and venue manager (if in a formal venue) will assist in developing these plans. Consider casualty handling processes and involve all emergency services in the planning stage.

Event staff and emergency services need to be briefed on what to do in an evacuation. If staff are well informed and calm in these situations, confusion is less likely to occur.



FIRST AID / ST JOHN AMBULANCE

A designated first aider, equipped with an appropriate first aid kit should be available at every event. At smaller events, the designated first aider may be someone organised from within the event management team. For large events, first aid providers (e.g. St John) can be organised to provide services.

When organising first aid cover, ensure:

- You have sufficient first aiders to meet [Worksafe requirements](#)
- The first aider holds a current workplace first aid certificate or higher
- Sufficient first aid materials are readily available at the event

First aid providers may be able to supply advanced first aid services at your event. These can include defibrillators, oxygen therapy, IV fluid therapy and advance cardiac life support. Various response and patient transport options are now available that range from golf carts and mountain bikes to 4WD vehicles.

The local ambulance service should be contacted and booked at least two months before the event so rosters can be planned in advance. First aid officers should be in direct contact with the event organiser and the control point so the response is quick in an emergency.

LOCAL DOCTORS & MEDICAL CENTRES

For all commercial activities or events of 1000 or more people our council requires a comprehensive health and safety plan. You should consult with the local St John and also the local doctors and obtain their approval due to the fact that additional doctors might need to be employed to cope with an influx as a result of a big event in a small town.

For a small group of events it may be beneficial to have dedicated medical services such as a doctor or St John on site. This may be a necessity for some events. e.g. large endurance events where the absence of onsite medical services will have a significant impact on the ambulance service i. e. a reasonable number of casualties would then need to be transported to hospital. Take into account how close the nearest hospital is and how patients might be transported there.

Health professionals e.g. doctors, nurses and physiotherapists can only practice if they have a current annual practising certificate issued by their relative national body. It is also advisable for them to carry professional indemnity insurance.





FILM CREWS

If you are expecting or involving film crews at your event note that all film crews must apply to our [Council](#) for filming permits.

Where filming is to be done in public reserves or national park areas, a filming concession must be granted by the relevant authority, either the Department of Conservation (DOC) or [our Council](#).

Go to the [DOC](#) website for details on filming on public conservation land.

Film crew issues to address:

- Traffic Management / Road Closure
- Resource/ Building Consents
- Environmental Consents
- Fire Permits
- Pyrotechnics (if applicable)
- Water Access
- Air Access
- Parks And Public Space

FIREWORKS

Public fire works displays require a fire permit from FENZ, completion of our council event application form and a test certificate. The event organiser is responsible for obtaining a test certificate at least three days prior to the display to certify that prescribed safety requirements are met.

In the first instance make contact with the local fire permit issuing officer. This contact can be obtained from contacting the customer service team at council.

Information on obtaining test certificates, a list of people who can issue test certificates and detailed information about what is required to obtain a test certificate is available from the [Environmental Protection Authority website](#).

For more information on pyrotechnics and explosives refer to the [Environmental Protection Authority website](#).



REGULATIONS, CONSENTS & EVENT PLANS

Licenses, plans, permits, bylaws and consents are all part of planning a modern day event. It is not about bureaucracy.

A poorly planned event will be stressful and could lead to a major negative impact with public safety being compromised.

The following forms and plans are designed to help you achieve a safe and stress-free event.





COUNCIL REQUIREMENTS AND APPLICATION FORMS

EVENT APPLICATION

As organiser of an event on a public place you will need an '[application for events, activities and concessions form](#)'.

An event [application information](#) pack guiding you through the process is also available online.

FOOD VENDORS

If you are an event organiser wanting to host an event with food stalls you will need to provide all food vendors food certificates with your event application form.

LIQUOR (SPECIAL) LICENCE APPLICATION

If the planned activity involves selling or consuming alcohol on a reserve, public or private place a [liquor licence](#) is required. A liquor license will only be issued once the concession permit or license is issued. A liquor licence usually takes eight weeks to process and a fee applies (if there are no appeals).

MARQUEES AND PLATFORMS BUILDING CONSENT

A building consent is required for any marquee, sun shelter or gazebo more than 100m² in size for both private or public events or a platform (such as a stage) more than 1.5m high. You will need to apply [on-line](#) to obtain a building consent.

More information on temporary structures can be found [online](#).

NOISE CONTROLS

If loud noise will occur then noise policies may apply. If the expected volume exceeds the maximum limit then an application for a resource consent will be required. Contact our council and they can explain the relevant section (Section 4) of the District Plan regarding noise, or more information can be found [online](#).

SIGNAGE — SIGNAGE BYLAW

Signage is restricted to the activity site only and signage for an activity on a reserve must conform to the signage bylaw. Our Council can help with this so again, contact us for more information

FILMING YOUR EVENT

If you are expecting or involving film crews at your event note that all film crews must [contact local council](#).

TRAFFIC MANAGEMENT — PARTIAL & FULL ROAD CLOSURE CONSENT

If your event is on, or adjacent to, a road and it may effect traffic (vehicles or pedestrians) or if it requires a partial or full closure of a road there are procedures that must be followed.

A Traffic Management Plan (TMP) is required when the normal traffic flow will be interrupted or there will be an impact on road users.

Please note the [short application form](#) is to be used where there are no road closures or detours but there will be some form of traffic control required, i.e. shoulder closures and other basic traffic control.

The [full application form](#) is to be used where there is a need for a road closure, footpath closure, speed restriction, detours and other events that affects other road uses in their everyday use of the road.

For more information on requesting partial and full road closures as well as all the [guidelines](#) please refer to our [website](#).

AMUSEMENTS RIDE OPERATORS

If you want to operate an amusement device in our District then you will need to fill out an [amusement device application](#).

BUSKING

All busking requires a permit. Please refer to the [online application form](#) for consent requirements.

FIREWORK DISPLAYS

Public fireworks displays require a fire permit from our council, completion of the council event application form and a test certificate. In the first instance make contact with the local fire permit issuing officer. This contact can be obtained from contacting our [customer service team](#).

FUNDRAISING

If you want to set up a fundraising stall please complete the [online application form](#) and submit to council.

DISTRICT PLAN

Our District Plan is the primary document that manages land use and development within our district. It contains rules that may affect you if you are planning a new structure, activity or subdivision. It is recommended that you check the [District Plan](#) when planning your event.

EVENT POLICIES

HEALTH & SAFETY PLAN

If you are organising any commercial event at a public place or a non-commercial event with more than 500 people expected then you must prepare a health and safety plan.

An example [Health and Safety Plan](#) can be found online.

If you intend commercial filming and members of the public will be spectators during filming then a Health and Safety Plan is required.

EVENT PLAN

An event plan is required if more than 500 people are attending an activity. This is essentially an overview of your event and how you will manage it. View an [Event Plan](#) example.

SITE PLAN

You need a site plan for every type of event. This is essentially an aerial overview drawing noting where all your requirements will be located. Some requirements to be included in a Site Plan are:

Area of reserve or venue to be used, entry and exit points, access for emergency vehicles, location and number of structures including marquees, barbecues, signage, stages, tables, generators, sound systems, stalls, toilets, fence line, HQ, lost children, area where vehicles or animals are to be permitted and location of any fireworks or stunts.

Various examples of site plans can be found [here](#).

TRAFFIC MANAGEMENT PLAN

A Traffic Management Plan (TMP) is required when the normal traffic flow will be interrupted or there will be an impact on road users.

TMP's must be signed by a registered STMS. Contact us for a list of STMS in your area.

An example TMP can be found [here](#).

EMERGENCY EVACUATION PLAN

An Emergency Evacuation Plan should be developed to determine the procedure to be followed should an emergency occur at your event.

Make sure the management team and all emergency services are made aware of your plan. It might also be a good idea to engage them in the preparation of developing this plan.

An example Emergency Management Plan can be found [here](#).

SECURITY PLAN

A Security Plan is a vital component of the event planning process, especially when the event is expected to involve a large number of people, alcohol or children.

Security planning takes careful consideration that depends on what kind of event is being planned, the layout of the facilities, and how many people are expected to attend.

By identifying potential threats, security can be focused on the areas that will most likely require their attention.

An example Security Plan can be found [here](#).

ALCOHOL MANAGEMENT PLAN

All events that propose to sell or offer alcohol must develop a comprehensive alcohol management plan, which outlines the strategies of the management of alcohol and how it will be managed.

An example Alcohol Management Plan can be found [here](#).





EVENT DEVELOPMENT

The development stage is crucial to the safety of any event. Emergency and safety plans should be developed at least four months prior to the events to allow time to address hazards and any safety issues.



COMMUNICATIONS

INTERNAL (STAFF) COMMUNICATION

Communication plans are necessary for all events so that emergency services can communicate with each other during an emergency. It is necessary to have all key staff and services.

Each service must be able to communicate with:

- Each other
- The event organiser and manager(s)
- Staff outside the site to get a picture of the event
- Security who may be the first to identify an incident

A central communications unit needs to be set up with control over the command in the case of emergency. In a major event numerous radio channels need to be used.

For example:

- Emergency services and event organiser
- Site / venue manager
- Media
- First aid post

When setting up the communications network ensure that:

- All hand-pieces communicate with each other, if required
- All hand pieces communicate with base
- Back up batteries are available for longer events
- Hand piece operates all over the event

Briefing event staff on radio use:

- Do not make serious announcements across the radio unless you want to broadcast across the entire event site
- Use ear pieces wherever practical
- Keep sentences short and concise
- Only one person talks at a time
- Keep batteries close to body as the cold drains the batteries fast
- If long conversations are needed take it offline
- To transmit (talk) press button and hold before starting to talk, hold button until finished speaking then release
- Ask for the person by name and then tell them who's calling

PUBLIC COMMUNICATION

At Your Event

Communicating with the wider public can be achieved in many ways. Consider the purpose of your communication, e.g. public relations, traffic control or information such as lost children.

A public address system can assist in an emergency as the public can be directed and informed with ease. It is necessary to have a back up system in the case of power failure. A loud haler is a good backup.

Pre Event

Choose a preferred radio station(s) for announcements and consider print media options.

Don't forget to send dates, location, a brief description and publicity photo of your event to Destination Coromandel and our councils communications department for inclusion in annual event calendars and publicity.

Send to: communications@tcdc.govt.nz or info@thecoromandel.com

SITE MAP

A useful site map includes a grid to enable all event team members to identify their location. The grid also allows emergency services to locate specific areas of the venue with radio or telephone instruction.

When creating a site map consider items as listed below:

- Entrances And Exits
- Vehicle Access Path
- Parking
- Food And Liquor Outlets
- First Aid Post
- Seating
- Lost Children
- Safety Fencing
- Rubbish Bins
- Centre For Emergency Services
- Media Centre
- Emergency Access Routes
- Pedestrian Routes
- Stage Location
- Communication Centre
- Rest Areas
- Toilets
- Water Outlets
- Phones
- Information Centre
- Security And Police Locations
- Fire Extinguishers, LPG Cylinders

SITE MAP EXAMPLE



UNATTENDED PACKAGES & SECURITY CHECKS

In the planning stages consider these areas:

- ☐ Unattended packages
- ☐ Concealment areas
- ☐ Security checks and sweeps

UNATTENDED PACKAGES

Prior to the event you must decide how to identify an unattended bag or package.

Ask the following questions:

- Are security personnel trained and briefed
- Who will contact police
- Who can identify explosives
- Will the area be evacuated, cordoned, isolated and/or controlled

These issues must be discussed and a response plan set and communicated to staff.

CONCEALMENT AREAS

Areas where people can hide, or get a birds eye view or areas where weapons could be stashed, need to be identified on the site map, venue and event staff need to work with the police in identifying these areas.

SECURITY CHECKS

Roaming security may be appropriate in some events. Security staff should be in contact with the security company.

Planning security checks:

- How often is security going to go through the site
- What are they looking for
- How will they react to an incident
- What will the role of security be in the case of emergency
- It is important that security and venue staff work together

Although criminal activities are extremely unlikely to occur, event organisers must consider and plan for the possibility

BRIEFINGS

The briefing meeting in the days leading up to the event is crucial to its success. Make sure it is clear that the final briefing meeting is the last meeting. The briefing should be with all key stakeholders including police and security. The purpose of a briefing is to inform all stakeholders how to respond to an emergency.

Briefing should address these issues:

- Discuss overall event details and purpose
- Issue copies of the site plan
- Confirm communication channels (radio channels should also be confirmed)
- Teach staff who haven't used radios before how to operate them
- Confirm security plans
- Locate first aid sites on the site plan
- Address evacuation plans
- Discuss contingency plans in case of bad weather or other factors
- Identify emergency vehicle access routes
- Discuss risk management / hazard identification
- Identify public health issues

SECURITY BRIEFING

A separate set of security briefings is usually required, as well as an update on the day of the event.

- Give details of emergency and evacuation plans to the security company in charge to brief the team.
- Note that the team usually changes daily so regular briefings will be necessary. If multiple security providers are used it is normally the principle company's responsibility to brief all staff.
- Clearly explain details of the site layout including entry and exits, first aid sites, control room.
- Give clear instructions on the management of behaviour and a definition given of what is and is not acceptable.
- Issue instructions on the chain of command in case of an emergency. In some events more than one security provider is onsite – each security provider must be at the briefing to ensure cooperation and clarity in the roles.

VOLUNTEER BRIEFING

It is a good idea to have a briefing for each area for which you plan to have volunteers.

- Entry gate
- Back stage
- Lost children
- Merchandise
- Parking
- Perimeter control
- Headquarters
- Each stage/area

Make sure all volunteers are briefed on their areas prior to commencement of duties. It would also be recommended that each volunteer is supplied with a copy of the brief, this way they can refer back to it should they have any questions or concerns.

EVENT MANAGER CHECKLIST

On the day of your event there are many things you need to remember and communicate. To help you keep these items in mind commence an event day checklist, which will ensure you remember. This form will change from event to event and from year to year. It is a working document designed to be changed.

You should make notes about the last minute items to enable you to review progress and note any issues, this can prove a useful record if anything goes wrong at your event.

EMERGENCY PLANS

Emergency Management Plans should include:

- ☐ An Evacuation Plan
- ☐ A Risk Management Plan
- ☐ An Emergency Communications Plan

These plans should be given to all the event managers, key stakeholders, emergency services and venue managers.

EMERGENCY RESPONSE PLAN

Emergency plans provide a basis for an Emergency Response Plan. An Emergency Response Plan is developed to be used in the case of a serious incident.



The event organiser is responsible for initial handling of an emergency. They need to be on the ground and able to deal with the incident, or to have clearly delegated that responsibility.

The plan must identify:

- The line of command in an emergency and how it can change
- At what point and how, control goes to the police
- Arrangements for emergency services, including police
- Role of event staff in the case of an emergency
- Meeting points for emergency services
- Access and evacuation routes
- Personnel who can authorise evacuation
- Radio channel used for emergency
- Ambulance and first aid zones
- An emergency control centre
- Hospital details in case of a major incident.

CONTINGENCY PLANS

Contingency plans should identify possible issues/risks that may interfere with the running of the event and highlight the action that will be taken in each situation. e.g. weather, crowd issues, etc.

Event organisers need to be flexible and plan for factors such as detrimental weather or unforeseen circumstances occurring. Back up safety plans need to be set.

For some events, a postponement day should be set – if so the alternate date must be advertised in the event promotion material.

LOGISTIC REQUIREMENTS

In order for an event to be a success and run as safely as possible a number of logistical requirements are necessary. From hiring marquees, fencing, power, lighting, furniture, sound and stages to ensuring you have enough water for both volunteers, entertainers and festival goers as well as making sure, security is in place and entertainers, stall holders, volunteers and contractors are organised.





MANAGING YOUR EVENT



HEALTH & SAFETY

The Event Organiser is responsible for a Health & Safety Plan.

A Health and Safety Plan needs to be developed early in the planning stage and supplied in a number of the consent applications. A health and safety plan will detail specific information on a number of safety aspects, including:

- » Emergency Procedures
- » Stage
- » Emergency Services
- » Hazards
- » First Aid
- » Strategies
- » Event HQ, Information Centres, Lost Children
- » Checklists
- » Security
- » Crowd Control
- » Toilet Provisions
- » Hazards
- » Volunteer And Contactor
- » Strategies
- » General Guidelines
- » Traffic And Parking
- » Manual Handling
- » Issues
- » Working At Heights
- » Strategies
- » Food Provisions
- » Site Hazards
- » Lighting And Electrical Guidelines
- » LPG Requirements And Restrictions

For assistance in developing your health and safety plan please refer to the [event planning page online](#).

GATE & DOOR CONTROL

Efficient control of all entry and exit points ensures comfortable crowd traffic flows and creates a positive and enjoyable atmosphere.

PLANNING GATE CONTROL

- Provide an adequate number of gates
- Ensure gates open on time
- Try to reduce size of crowd when gates open
- Adequate staff should be provided, including security
- Staff should be briefed and able to respond to requests quickly
- Gates must be clearly marked to eliminate confusion
- Space is provided for bag and identification checks
- Contingency in case of bad weather
- Staff and entertainers should have separate entry / exit entrance

TICKET SALES & COLLECTION

Crowds should be moved through the gates as quickly as possible. Ticket sales should be in a different place from the entry gate to avoid bottlenecks. Ensure that the staff are trained in collecting tickets especially where electronic barriers are used.

SEATING

Event teams must be familiar with the venue so the public can be directed to their seats. Ushers and security need to be helpful and prepared to guide the public to the appropriate place when needed, signage also needs to be clear so that people can find their own seats with ease.

CROWD CONTROL & ATMOSPHERE

Crowd control refers to taking control of the crowd and installing order. Defusing crowd tension is sometimes necessary to keep order.

PLANNING CROWD CONTROL

- Consider the right choice of music e.g. opera at a rugby match might not be appropriate
- Consider the choice of entertainment e.g. mascots, cheerleaders
- Food and beverage being served to the spectators in their seats
- The attitude of the security and marshal e.g. friendly, smiling faces
- Crowd actions such as Mexican waves or inflatable balloons being passed within the crowd

Video screens aid crowd management as a means of entertainment, close ups of the action and a means of getting public safety messages across.

Barriers can be used for channeling spectators into specific areas. Barriers, fencing, road markers or tape can be used. Each option has its merits but during planning the event organiser must decide which is the best option. For example, barrier fencing is the best option for street parades to stop children from running out into the moving traffic

CROWD MANAGEMENT

The aim of crowd management is to retain order and keep the event safe for the public. If there is unrest or crowds become disorderly it takes careful handling to re-establish order as quickly as possible. Planning this needs to involve the police. It should focus on how people will get in and out of venues while avoiding conflicting crowd flows. An Emergency Management Plan is essential for crowd management and all agencies must be briefed and understand this plan.

A well prepared event team can cope with crowd management incidents effectively if risks and hazards have been identified in prior planning and briefings.

PUBLIC ANNOUNCEMENT

Public announcements can remedy crowd problems but care should be taken in open spaces to avoid confusion. The MC should be practised and able to tell the crowd where there is room and to give safety messages.





PARKING

Planning for parking at an event is essential. Sufficient parking must be allocated for cars, buses and service vehicles. Clear instructions must be given so that the allocated parks are easily identified.

Alternative parking areas may be required for wet weather, particularly if plans involve parking on grass.

Give instructions to emergency vehicles and mark their positions on the site map.

Consideration needs to be given to participants, officials, spectators, media, marshals, security, medical staff and buses.

PARKING & PUBLIC TRANSPORT

Marshalls and parking wardens must be employed to help direct the public to car parks. Remember this is often the first impression that people have of the event.

Extra public transport needs to be organised for big public events to relieve the road network. Establish drop-off and pick-up points and identify them on the site plan.

Contact the [TCDC Events Coordinator](#) to find out about local organisations that may be interested in working as parking wardens as a fundraiser for their organisation.

ALCOHOL

Under the Sale of Liquor Act the licensee (the person receiving the revenue and/or named as holding the license) is the person responsible for ensuring that liquor laws are not broken.

In some cases the event organiser may not be the licensee but they are still responsible for the overall management of alcohol. The event organiser must ensure that the licensee adheres to the regulations so that no issues arise. Drunken incidents reflect badly on the overall management of the event.

Under the Sale of Liquor act it is an offence to sell liquor to a minor or a person who is under the age of 18, or to allow liquor to be supplied or consumed by a minor. Serving alcohol to intoxicated people is also an offence and must be controlled.

The event organiser must make the licensee aware of what is expected, as they are ultimately responsible for the service. Any offenders will receive fines. Bar staff must request identification if there is doubt about the persons age.

Serving alcohol at a public event requires the consent from the local liquor licensing agent and the local police.

OBTAINING A LIQUOR LICENSE

Licensees serving alcohol and running bars must be certified. Councils usually require that fees be paid.

- For liquor licenses in our area you will need to contact the liquor licensing inspector who is based in our office.
- Allow time for the application to be processed as other agencies have to be consulted.
- Have information available: serving hours, types of containers, types of alcohol being served, food being served.
- Check that the licensee knows the conditions of the Sale of Liquor act.
- Check the requirement for a BYO event.

LIQUOR OPTIONS

Give thought to what alcoholic and non-alcoholic drinks will be available. There needs to be a range of each including low alcohol drinks and water.

Pricing structures need to be considered carefully as under-pricing may promote higher consumption levels encouraging intoxication.

Restricting alcohol to plastic containers is a good idea as it limits the likelihood of injuries and reduces cleaning costs. Glass bottles and cans can become missiles.

Designated alcohol consumption areas are essential so label them clearly on the site map.

If alcohol is prohibited, bag searches will be necessary and confiscation of liquor must be carried out. Security staff must be briefed and methods for disposing of the confiscated alcohol will need to be identified.

Also refer to
licensing on our
council page for
more information.

STREET EVENTS & TRAFFIC

When considering street events you need to think about:

- Any activity held on or adjacent to a road which may affect traffic
- Any event that will require access to be restricted to areas of roads (such as street parades)
- Any event that will put unusual traffic on roads such as rallies, parade floats, fun runs, relays, etc. Planning for temporary or partial road closure:

Planning for a full or partial road closure:

- Any temporary or full closure of any local road must be approved by the local authority – for our region, this is Pinnacle Civil.
- For partial or full road closures on State Highways, consent must be obtained by the NZ Transport Agency (NZTA).
- A detailed traffic management plan is always required. Have this completed by the organisation responsible / contracted to manage the road closure.
- Advertising a permanent or temporary road closure is also necessary. Liaise with our council to have this advertised. They will manage the design work for the ad and will arrange the ads placement.
- Should any public transport be affected with the road closure, advertisement of this will also be required.
- Parking restrictions should be identified
- Consider the impact the restriction has on the businesses and residents, and make sure they are notified.
- All costs for street closure and related costs will be met by the event organiser unless otherwise negotiated with our Council.

When hiring a traffic management contractor make sure they provide:

- A traffic management plan (Pinnacle Civil).
- Signage and barriers.
- Marshalls who are appropriately dressed in high visible clothing.

PLANNING EVENTS ON FOOTPATHS

- It is recommended that all events that will incorporate the use of footpaths also gain the permission from either Pinnacle Civil or the NZTA.
- In the first instance make contact with the roading manager at our Council for their recommendations.

FOOD & WATER

FOOD

The availability of a range of outlets for high quality, affordable and accessible food can enhance the public's comfort, reduce the effects from alcohol consumption and increase event revenue.

Food vendors must meet appropriate licensing requirements. Our Council has [environmental health officers](#) who will assist event organisers.

FOOD OUTLET QUEUES

Queuing for food can cause problems and crowd unrest.

Solutions for eliminating problems:

- Vending machines with drinks and snack food can help congestion.
- All outlets should be open for the duration of the event.
- Barriers may need to be used to form queues.
- Breaks in the main acts should be long enough to allow people to get food and drink.
- Site plan should position food outlets strategically to spread the crowd.

WATER

An adequate source of water must be available. Water must be delivered in a hygienic way to prevent cross-contamination between users. For example drinking fountains are more suitable than large water barrels where users dip their cup or hand into the water.

For outdoor events such as festivals, rock concerts and sports participation events, both the public and participants require drinking water to prevent dehydration, heat stroke, and to have an option available other than alcohol.

Clean, easily accessible water should be available free of charge. Chilled water should also be available to purchase from vendors.

Check the following:

- Is drinking water available?
- Is the location of water clearly signposted and marked on the site map?

For further food and hygiene information refer to our Council website.

TOILETS & HYGIENE

An adequate number of toilets need to be made available in a big crowd so that queuing is limited and the crowd isn't unhappy because of a long wait for toilets. Toilet location is important – allow for ease of access and a central location.

PLANNING FOR TOILETS

- Consider appropriate number of toilets
- Place toilets outside the venue door / gates for people waiting to enter
- Make arrangements for cleaners to maintain
- Provide toilet facilities for emergency services, police, security
- Consider placement of toilets, large toilet trucks are not easily moved and could result in entry to toilets being on the wrong side.

TOILETS MUST BE:

- Well signposted
- Well lit (when appropriate)
- Serviced on a 24 hour basis during the event
- Located away from food and food service areas
- Clearly marked on the site map
- Available for people with disabilities
- Provided with nappy changing facilities
- Provided with hand washing facilities (when using porta-loos).

For events where alcohol is NOT available

	MALES			FEMALES	
PATRONS	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

For events where alcohol IS available

	MALES			FEMALES	
PATRONS	WC	URINALS	HAND BASINS	WC	HAND BASINS
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20



REFUSE & GREENING YOUR EVENT

A Waste Management Plan should be developed. We can give advice on recycling and making the event environmentally friendly.

WASTE MANAGEMENT PLAN

You need to develop a Waste Management Plan to prevent overflowing bins and provide safe removal of waste.

Recycling is an option when managed effectively. Different types of waste require different types of bins. Consider the following when planning your waste removal plan;

- Timetable for emptying bins
- Timetable for removal of rubbish from site
- Arrangements for site clean up
- Arrangements for clean up of surrounding areas
- Group responsible for setting out bins
- Group responsible for clearing rubbish from site
- Group responsible for final site clean up and clean up surrounding area.
- Include specification of the type and number of bins to be used along with the programme for emptying and bin removal. Don't forget the post-event clean up.

Consider the following waste storage options;

- Wheelie Bins
- Compactors
- Recycling Bins And Cages
- Hazardous Material
- Plastics
- General Waste
- Biodegradable Waste / Worm Farms

Having sufficient bins available will influence the public to use them but if there are not enough, rubbish will be dumped on the ground and will need to be cleaned up later which will add to the costs.

Medical providers
should manage medical
and bio-hazard waste
including syringes.

SIGNAGE

Signage is an important communication means. Ensure your signage is clear and viable. There are several categories of signage:



DIRECTIONAL

i.e. Information Centre this way, parking



WARNING

i.e. danger don't enter



OPERATIONAL

i.e. you are here on the map



ADVISORY

i.e. liquor bans, road closure prior to the event

Clear and appropriate signs can direct and inform the public. Signs should be strategically placed so the public is informed before entering the event area.

SIGNAGE POINTS

- Exits – Egress Points
- Ticket Box
- Information Centre
- No Smoking
- Lost Children
- Parking Areas
- Police
- Lost And Found
- First Aid
- Phones
- Meeting Point For General Public
- Emergency Access
- Vehicle Access

INFORMATION CENTRE & LOST CHILDREN

INFORMATION CENTRE / EVENT HQ

An information centre needs to be set up. It should be staffed at all times and be well signposted so it is easily found. As a key element in any emergency, information centre staff should have a good understanding of the event organisation structure.

The information centre should provide site maps and programmes to the public so that staff do not have to verbally answer all enquiries.

Lost children can also be collected from the information centre, although in major events it may be necessary to have two separate centres.

The event organiser needs to be in contact with both the information centre and lost children centre.

LOST CHILDREN

Lost children facilities need to be run by people experienced in dealing with children under stress. Event staff need to be briefed on how to deal with lost children. Police need to be alerted if a child has been reported as lost.

A form will need to be filled out so that a description of the child is recorded and can be communicated to all security and event staff.

Use a Lost Children form to record each occurrence. If a lost child has been found it is important to communicate this to all staff so they cease looking.



POST EVENT

Sponsors and stakeholders will require a report on the event and its success and whether your event is intended to be held annually or on a regular basis.

Talk to our Council about what you are required to provide if you have used community grants or event funding for your event.



DEBRIEFING

A formal debriefing with key stakeholders and agencies should be held as soon after the event as possible. Get as many people as possible involved.

Purpose of the debrief:

- To identify any outstanding issues for resolution
- To identify issues that were dealt with during the event and bring them to the attention of the event team
- To build the expertise of those involved in the event – including the event organiser – by understanding the lessons learnt
- An opportunity to thank those who participated

The event organiser should ensure debriefs are held in a suitable location and that minutes are recorded.

SURVEYS

If practical, surveys should be completed at all major events so event organisers and others involved are provided with feedback. It would be worthwhile including questions relating to spend and demographics. This will assist in providing data on the economic impacts the event has provided to the region.

A section on safety should be in the survey so that the public has an opportunity to comment on safety issued, their feedback can be used for future events.

ACCOUNTABILITY REPORT

A comprehensive report outlining final event details, exposure and results should be compiled for the purpose of sponsors, funders and stakeholders.

Items to include:

- Attendees and their demographics
- Economic impact
- Marketing exposure
- Festival background, aims, objectives and target market
- Debrief from key areas, such as security, police, ticketing, waste management, emergency services
- Budget reconciliation

RECOMMENDATIONS

From the staff and emergency services debriefs and the feedback given in survey forms the event organiser should prepare recommendations for future events. This is particularly important for events that are to be held annually.



HIGH RISK EVENTS

Some events contain more risks than others, and they require special planning well in advance of the event. This section provides some examples of high-risk events and makes brief suggestions on how to plan for them.

Organisers should ensure personnel are trained and equipped for the unique nature of these events. For high-risk events, organisers must also take special care to identify risks and hazards, and above all to liaise well ahead of time with all relevant agencies in councils, OSH, ACC and others.





PYROTECHNICS (FIREWORKS)

Large public fireworks displays have become very popular. Incidents are most likely to happen around the launch site so consider carefully:

- The position of the launch site
- The buffer between the spectators and the launch site
- That fire fighting equipment is at the site and trained fire fighters available
- That fireworks should not be projected over areas of bush or buildings

Test certificates are required for all firework/ pyrotechnic displays. The event organiser is responsible for obtaining a test certificate prior to the display to certify that prescribed safety requirements are met.

Information on obtaining test certificates, a list of people who can issue test certificates and detailed information about what is required to obtain a test certificate is available from the [Environmental Protection Authority website](#).

For more information on pyrotechnics and explosives refer to the [Environmental Protection Authority website](#).

The Code of Practice for [outdoor pyrotechnic displays](#) was developed to ensure the safe handling of pyrotechnics and the safe operation of outdoor pyrotechnic displays. It covers practical aspects of managing and firing pyrotechnic displays. It is designed to assist people involved in all aspects of outdoor pyrotechnic displays to understand their obligations under the HSNO regulations, and to provide guidance on the best and safest ways of complying with these regulations.

There will be charges associated with obtaining a test certificate. These vary from region to region.

You will also need to apply to FENZ.



POWERBOAT RACING

Emergency medical support must be available:

- For high speed, long distance events a paramedic should be following the race in a helicopter.
- A medical response boat should be in the water with spinal stabilization and resuscitation equipment aboard.
- A trained paramedic officer must be aboard the boat and must be linked by radio or VHF radio to the race controller and a land base emergency service.
- Rescue boats must be available with experienced divers equipped with gear and trained to effect releases and extrications below water.

Areas where spectators are permitted to line piers, waterfronts or coastal areas:

- A patrol boat(s) should be employed to ensure safety. This boat is restricted to monitoring the spectators and is equipped with gear to assist in removing people from the water.
- Walls or barriers should be in place to reduce the impact an out of control boat could have if it ran aground at high speed.
- Warning signs should be put in place at boat ramps and recreational water zones warning users of the date, time and nature of the event.
- Spectator zones should be clearly marked.
- All patrol boats should be clearly marked, flying a specific flag.
- Waikato Regional Council, Harbour Master should be briefed on the events and encouraged to be present to assist with spectator safety, especially the on-water spectators.

Notification should be advertised in the local paper to warn people of the event.

LONG DISTANCE ROAD EVENTS

Road events which feature running, walking or cycling attract large numbers of participants. The event organiser has overall responsibility for briefing participants prior to the event, clear guidelines and maps must be included in the registration packs.

Participants should also be debriefed verbally prior to the start of the race and advised of any changes to the original plans.

When participant numbers are high it will be necessary to have more than one of the event staff conducting briefings.

All emergency services must be well informed prior to the race.

ASSESSING RISKS & HAZARDS

Once you have made a list of all hazards and risks that might occur at your event, the next step is to consider how serious each of them are and then to decide how to address them. To help with this you can use our [online Risks and Hazards](#) template for guidance.

Once you have assigned a level of risk to all of your hazards and risks you can assess them against one another, and make decisions on how you will deal with them. For legal and insurance reasons make sure that you document this process and the decisions that are made. Our council will also want to know about your risks, and how you plan to mitigate any that are serious.

LPG & HAZARDOUS SUBSTANCES

LPG is controlled by the Hazardous Substances and New Organisms (HSNO) Act 1996 which replaces, among others, the Dangerous Goods Act 1974.

You will need a Location Test Certificate if you are using and/or storing more than 100 kilograms of LPG in one place. As a general rule, if you hold a Dangerous Goods License for your premises you will probably need a Location Test Certificate.

Visit our Council website or contact our customer services team at (07) 868 0200 for information.

HAZARDOUS MATERIAL (HAZMAT)


Notify the fire service about the event where hazardous materials are used, such as gas cylinders for cooking or lighting or pyrotechnic displays (fireworks). They will need to be briefed on potential hazards and their locations.

Procedure for a chemical spill:

CALL THE FIRE SERVICE IMMEDIATELY
Phone #111

CALL THE REGIONAL POLLUTION HOTLINE
Phone #0800 800 401

If the spill has occurred in a harbour
CONTACT WAIKATO REGIONAL COUNCIL
Phone #0800 800 401



Make sure you have the
contact numbers for these
people readily available
for an emergency.



SUSTAINABLE EVENTS

There are many areas in which event organisers can focus on to ensure they are acting in an environmentally responsible manor. Environmental considerations apply to all events, not just international or large scale events. Heavy demand by society is being placed on event organisers to ensure their events are environmentally sustainable.



SUSTAINABLE EVENTS

Increasingly, event organisers have recognised that staging an event can impact the environment in various ways, and many have embraced the challenge of running their event in the most sustainable way possible. There are many definitions of the word “sustainable”. In terms of our natural environment, a sustainable event is one that ensures resources are used in such a way, that they will remain available for others to use and enjoy.

The key goal when undertaking a sustainable event is that Environmental Impact Areas are identified and monitored so that strategies can be put in place to manage these areas in future, and ultimately reduce their impact.

As part of a sustainable event, carbon emissions are calculated. A carbon emission profile is a way of quantifying the amount of greenhouse gas (GHG) emissions an individual, organisation or event is responsible for.

To calculate carbon emissions, all possible sources of greenhouse gas emissions must first be identified. Then, activity data relating to the source is collected and the amount of greenhouse gas calculated using published emission factors.

Emissions from all sources are then added together to give a total carbon footprint, or carbon emission profile, expressed in carbon dioxide equivalent or CO₂e.

The NZ Ministry for the Environment has released the [Major Event Greening Guide](#) “A practical guide to reducing the environmental impact of a major event”. This guide focuses on how event planners and organisers can put in place practical steps to reduce their environmental impact in areas such as supplier contracts, waste, energy and water.

FOCUS AREAS

In order to properly manage and measure all aspects of sustainability at an event, Environmental Impact Areas (EIAs) must be identified. These include all areas that may be affected through the staging of the event. Some of the EIAs to monitor at an event include:

- Energy
- Water
- Landfill waste
- Recycling & composting
- Transport
- Accommodation
- Materials & Publications
- Suppliers & Catering
- Environmental Attitudes
- Administration
- Carbon Emissions

SUSTAINABLE ADVISORS

There are a number of national organisations who can assist, monitor and report of the environmentally sustainable aspects of your event. Most companies will work in conjunction with the British standards 8901 for sustainable event management.



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