



ORGANISING EVENTS IN THE WAIPA DISTRICT



WAIPA
HOME OF CHAMPIONS

ORGANISING EVENTS

This brochure is designed to assist you with planning and running an event. Depending on the size, location and nature of the event, you may need a number of approvals from Council. If you are planning to proceed with an event, please either contact Customer Support on 0800 924 723 or complete the Application Form For Events (also available on Council's website) and deliver or send that to Council. Some basic details about your event will assist Council staff to assess what might be required and contact you to discuss these requirements.

Details of relevant Council approvals, contact details, timeframes and further information are provided in the table below.

LIST OF KEY STEPS AND CONTACTS

| TASK | CONTACT info@waipadc.govt.nz Phone: 07 872 0030 | TIMEFRAMES | PAGE |
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| 1. Funding support small or large events | Community Liaison Officer (small events) Events Co-ordinator (large events) | Up to 12 months for annual grant rounds (Two funds: close 31 July and 31 August) | 3 |
| 2. Booking venue – council owned parks/reserves | Community Liaison Officer Property Officers | 3 to 6 Months prior to Event | 4 |
| 3. Resource Consent | Consents Planner | | 4 |
| 4. Road closures/traffic management | Regulatory Engineer | | 5 |
| 5. Building Consent | Building Control Officer | 4 to 6 Weeks prior to Event | 6 |
| 6. Public Places permits, Health, food, liquor licences | Environmental Health Officer | | 6 |
| 7. Signage | Enforcement Officer (Planning) | | 8 |
| 8. Health & Safety | Health and Safety Co-ordinator | | 9 |
| 9. Animals | Environmental Safety Manager | | 10 |

1. FUNDING

DISTRICT PROMOTION FUND

This fund is aimed at supporting events that benefit the well-being of the Waipa residents. For example, large-scale events being held in the District, with an international or regional focus may be eligible to apply to Council for Fund sponsorship. See council's website (www.waipadc.govt.nz) under 'Publications' for an application form and criteria. Grants are generally between \$1000 - \$5000.

CONTACT: Events Co-ordinator WDC
Phone: 07 872 0030

TIMEFRAME: Open once a year closing 31 July (although applications for one-off events may be considered outside of the funding round); an application may need to be made up to one year in advance

COMMUNITY BOARD DISCRETIONARY GRANTS

These grants can assist small local not-for-profit groups' events. Usually up to \$2,000.00 allocated.

CONTACT: Community Liaison Officer
Phone: 07 823 3800.

TIMEFRAME: Open once a year closing 31 August (or last business day of month)

CREATIVE COMMUNITIES SCHEME GRANTS

Council has a partnership with Creative New Zealand to promote, support and increase the arts and cultural activities in the District. Grants are allocated by the Community Arts Councils in Te Awamutu and Cambridge. Usually up to \$1,500 allocated.

CONTACT: Community Liaison Officer
Phone: 07 823 3800.

TIMEFRAME: Grant rounds open twice a year – closing 30 April & 30 September (or last business day of month). Event must not take place within one month of closing date.

COMMUNITY FUNDING GUIDE

Council publishes a Community Funding Guide which lists general funders, including local Gaming Trusts for applicants to apply to for funding assistance.

COST: Funding Guide available free from Council's Te Awamutu or Cambridge offices.

CONTACT: Community Liaison Officer
Phone 07 823 3800 for funding advice.

2. BOOKING LAND AND WATER VENUES

Initial enquiries can be made by phoning Council's Customer Support if you want to book a public park or reserve. Bookings may be made by the Community Liaison Officer, the Property Department or by directly by a venue. **See Appendix for details of specific venues.**

While booking approval can be given for a Council park, reserve or venue, **it may still be necessary to see if a resource consent or any permits/licences for activities are required.** The Event Application Form will be assessed to see if a resource consent is required or a public places permit and a Council Officer will contact you if this is the case.

On completion of the Application Form For Events, and subject to further approvals being granted (if required), you will be sent written confirmation of the availability of the venue for your event. If you are using one of council's premier parks - Selwyn Park, Te Koutu Domain or Victoria Square you will be sent a Park Users Guide outlining responsibilities to use this venue.

CONTACT: Community Liaison Officer
Phone: 07 823 3800.

TIMEFRAME: Allow plenty of time as resource consent may be required. Otherwise allow at least one month in case the venue is not available. Two weeks notice is required for small community events.

NOTE: That Victoria Square has limited availability from early-October to April as this park is a leased sports ground for cricket.

3. PLANNING

RESOURCE CONSENT

Events that generate noise and traffic, require new structures or are commercial may require a resource consent. The Waipa District Plan details the standards that activities are required to meet. If the proposed event does not meet these standards a resource consent will be required.

Generally a resource consent will be required where:

- The noise from the event exceeds the relevant noise standards in the District Plan;
- The hours of operation do not comply with the District Plan;
- Parking and access provided for the event does not comply with the District Plan; and
- The event does not comply with specific requirements for glare, use and storage of hazardous substances (including use of fireworks), and sanitation.

The resource consent may be issued with conditions relating to parking and traffic management, hours of operation, noise levels and crowd control.

CONTACT: WDC Planning department (phone for an appointment):
Te Awamutu 07 872 0030
Cambridge 07 823 3800

TIMEFRAME: Processing an application takes up to 20 working days assuming all information is included in the application. For large events it is

recommended you discuss your proposal with a planner up to 6 months in advance. For re-occurring events, if consents are sought well in advance, it may be possible for consent to be approved with a rollover clause. This will negate the need to seek approval on a yearly basis.

COST: The deposit for a non-notified consent is \$450.00, for a limited notified consent is \$2,250.00 and for a notified consent is \$3000.00 (2008/09 fees). Please check at the time of application for a note of current fees and charges, as these are reviewed annually.

4. ENGINEERING

USE OF ROADS/TEMPORARY ROAD CLOSURES

If the Event is likely to affect or obstruct pedestrian or vehicular traffic, you will need to submit a Traffic Management Plan (TMP) to Waipa District Council (WDC) for approval.

A TMP is required for the following:

- Any event/works that disrupts the normal use for pedestrians and/or road users.
- If a condition of a resource consent requires an event to be performed in the road reserve which (boundary to boundary) includes roadway

NOTE:

- A registered STMS (Site Traffic Management Supervisor) or equivalent needs to submit plans to WDC (the local Roding Control Authority) for approval.
- If the TMP affects part of a **State Highway**, an application must be submitted to the **New Zealand Transport Agency** for approval.
- Road closures need to consider the needs of residents and emergency vehicles having access

TIMEFRAME: If a road closure is required, event organisers must make application to the Engineering Manager of WDC no later than 12 weeks prior to the event, for advertisements and objections purposes.

COST: Council does not charge for the approval of the TMP. There may be costs with advertising the road closure and with having an approved person (STMS) to produce the TMP and submit it for approval. For a normal road closure, two adverts are required.

The implementation of the TMP may involve costs. For example, costs for sign hireage and a labour rate to set the signs up. Costs for sign hireage can be requested from Traffic Management NZ, Hamilton (phone 07 849 5800) or locally from McFall Enterprises, Te Awamutu (phone 07 871 4057). These businesses, along with other providers will have in-house STMSs.

WDC's Engineering department will advise if a Traffic Management Plan is required for the event, and handles all aspects of road closures.

CONTACT: Engineering Department 07 872 0030

TRADING IN PUBLIC PLACES (WAIPA DISTRICT PUBLIC PLACES BYLAW 2007)

No mobile trader may carry on an activity on a road or State Highway without approval from the Road Controlling Authority (New Zealand Transport Agency for State Highways, Waipa District Council for all other roads). A traffic management plan will be required as detailed above, and approved before a public places permit will be issued. (See Environmental Health below for trading in public places that are not part of the road corridor).

5. BUILDING CONTROL

BUILDING CONSENTS FOR STRUCTURES AND ACTIVITIES

Any permanent or temporary structure (including but not limited to buildings, marquees, tents, stages, grandstands, platforms, bridges) may require a building consent. If in doubt, please check with the Building Control Department.

Exceptions are as follows:-

1. The construction, alteration or removal of any tent or marquee with a floor area not exceeding 50sqm and not in use for more than one month, is exempt from the requirement to obtain a building consent.
2. Temporary platforms, bridges or the like under 1m high are also exempt.

TIME FRAME:3 to 6 weeks prior to the event

AMUSEMENT DEVICES

If using any mechanical amusement devices (such as a ferris wheel) you will need to obtain a permit to operate from WDC. There is a fee of \$12.50 for 7 days for the first device, and \$1.14 for additional devices . Council will also need to sight a copy of the certificate of Registration of Amusement Device (OSH) .

CONTACT: Building enquiries, WDC
Te Awamutu 07 872 0030
Cambridge 07 823 3800

6. ENVIRONMENTAL HEALTH

PUBLIC PLACES PERMITS FOR TRADING IN PUBLIC PLACES (WAIPA DISTRICT PUBLIC PLACES BYLAW 2007)

If you are a mobile trader carrying on activity on Council owned property (such as a park or reserve), then you may need a permit from Council . If the event involves a number of operators, the event organiser can apply for a group permit which will cover all stall holders/traders participating in that event providing that they adhere to the terms and conditions of any permit issued. The organiser will need to supply Council with a list of mobile traders and details of what they are selling and/or promoting.

NOTE: Permit not required if a Resource Consent applies to the event. Also no fee payable if operator already registered with WDC (e.g. food registration) or if a charitable, not for profit or fund-raising event. For others, there may be a food registration/inspection fee payable in addition to the permit fee if food is being sold (see page 7).

TIMEFRAME: Minimum of 2 weeks before the event

COST: Sole operator- One-off/ temporary permit (up to 3 months) \$35.00 (incl. GST)
or Annual permit \$112.50 (incl. GST)
(Market Day) Group permit \$112.50 (incl. GST) per event

CONTACT: Environmental Health Officer -
Te Awamutu, WDC 07 872 0030
Cambridge, WDC 07 823 3800
info@waipadc.govt.nz

FOOD

If you are going to sell or give away food from a temporary location you may require to be registered and/or be subject to an inspection. As the event organiser, you will be asked to supply a list of any operators, what they are selling and whether they are already registered with either WDC or another Local Authority. Small one-off, non-profit community events may not need to register but will still have to abide by safe food handling and storage practices and you will be given information on current health regulations and requirements.

TIMEFRAME: Minimum of 2 weeks before the event.

REGISTRATION/INSPECTION COST:

One-off event - \$35.00 (incl. GST)

6 months - \$56.00 (incl. GST)

Annual fee - \$112.50 (incl. GST)

NOTE: no fee if already registered with WDC or a charitable, not for profit organisation

CONTACT: Environmental Health Officer -
Te Awamutu, WDC 07 872 0030
Cambridge, WDC 07 823 3800
info@waipadc.govt.nz

LIQUOR LICENCES

If you are selling and/or supplying alcohol you will need to apply for a special licence for the event. Information required for the licence covers a number of issues such as the proposed site for supply and sale, control and supervision, trading hours, availability of non-alcoholic beverages, etc.

NOTE: LIQUOR BAN There is a liquor ban in certain parts of Te Awamutu, Kihikihi, Cambridge and Leamington. A special licence will allow alcohol to be supplied or sold at the event. Alternatively, a dispensation under the bylaw in certain circumstances will allow alcohol to be brought to and consumed at the event in these areas.

TIMEFRAME: Minimum of 2 weeks before the event.

COST: \$63.00

CONTACT: Liquor Licence Inspector -
Te Awamutu, WDC 07 872 0030
Cambridge, WDC 07 823 3800
info@waipadc.govt.nz

TOILETS

Sufficient toilets need to be available for your event. The quantity of toilets required are based on numbers of people attending the event and specified in the NZ Building Code. This will usually be assessed in combination with your resource consent application.

CONTACT: Environmental Health Officer WDC
Te Awamutu 07 872 0030
Cambridge 07 823 3800

WASTE

Event organisers need to ensure any rubbish or waste generated from their event is disposed of, and that adequate rubbish bins are provided.

For community events on parks and reserves Council may be able to assist with provision of additional rubbish drums. Ask when booking the venue.

7. SIGNAGE

A Council Bylaw and the Waipa District Plan regulate signage. For any signs you wish to erect you may need a permit (under the Bylaw) or resource consent (under the District Plan) depending on the signs dimensions, location and length of time it will be erected. If you don't get Council approval for the signage, signs may be removed.

Any sign erected on private property for an event not located on that property, requires a resource consent. Contact a Council Planner to discuss this further.

Any signage erected on the road, road verges or on Council property is generally not allowable under 357 of the Local Government Act. **NO SIGNS, EXCEPT APPROVED ROAD MARKING SIGNS**, are allowed on the road as a rule but there are exceptions.

CONTACT: Enforcement Officer WDC
Phone: 07 823 3800

Under the Waipa District Control of Signs and Sale of Goods Bylaw 2007, and notwithstanding the above provisions, a permit may be given by the Council from time to time for advertising signs on the road for sporting, cultural and other community events (generally of a non-profit nature).

At present verbal approval is given for signs which meet the following criteria:

- location and placement of sign, road safety, distraction
- sign must not impede, obstruct or hinder traffic, pedestrians etc

- size of sign, max 1.5 metres X 1.5 metres
- condition/construction/materials of sign
- contact number on back of sign
- sign to go up maximum of two weeks before event
- sign to come down immediately after event finished

COST: There is no cost involved to gain approval for signage that complies with the District Plan.

TIMEFRAME: Apply at least two weeks before the event, and allow time for erecting the signage .

CONTACT: Council's Regulatory Engineer
Phone 07 823 3800

8. HEALTH AND SAFETY

SAFETY PLANNING

As event organiser you will need to prepare a Risk Assessment Plan of your total event. A template outlining risks you may need to consider can be supplied by Council's Health and Safety Coordinator. The H&S Coordinator will need to approve this plan prior to any event approval. Activities such as helicopter or skydiver/parachute landings will also need prior approval.

CONTACT: Health and Safety Coordinator 07 872 0030 or
email info@waipadc.govt.nz

MEDICAL SUPPORT

St Johns Ambulance may be needed to provide medical services. Please contact them direct.

CONTACT: St Johns Te Awamutu – 07 870 2691
St Johns Cambridge – 07 827 7307
Email: enquiries@stjohnmidland.org.nz

POLICE

You only need to obtain police approval if another authority requests it. Usually this will be part of an application for one of the licences, permits or consents listed elsewhere in this information. However with any event involving large crowds, liquor or traffic changes you may wish to discuss it with the police anyway.

CONTACT: Te Awamutu Police 07 827 0100
Cambridge Police 07 827 5531

APPENDIX

COMMUNITY SPORTS GROUNDS

For booking Cambridge's Victoria Square or Te Awamutu Stadium, contact the councils Property Officer who will liaise with the sports clubs who hold a lease on these venues. For other sports clubs grounds, contact the tenant club direct. Be aware they may have some lease restrictions to abide by limiting sub-leasing to others, and you may need to apply for a resource consent for your activities. Most sports grounds are also prohibited to dogs.

MIGHTY RIVER DOMAIN, LAKE KARAPIRO

Mighty River Domain is subject to a Reserve Management Plan and is managed on site. Please note that dogs are prohibited from the Domain. There is a separate events brochure for this site, available from the site office.

Environment Waikato manages the navigable waters through a Navigation Safety Bylaw 2006 (under review) which includes a booking system for the lake zones. Information and booking forms can be provided through the Karapiro Office.

CONTACT: Karapiro Office for all enquiries 07 827 4178 or karapiro@xtra.co.nz.

For enquiries about casual gatherings or club events on other riverside reserves, such as Keeleys Landing and Horahora Domain, it is advisable to contact Council to avoid clashes with other known activities. No commercial activities or advertising signage associated with an event is permitted without Council approval.

CONTACT: Community Liaison Officer, phone 07 823 3800.

KIHIKIHI DOMAIN

There is a local 'users group' of organisations whose activities are based at Kihikihi Domain, which belong to Kihikihi Domain Sports Incorporated. To hold an event on the Domain you will need to contact them for approval. There is a draft Reserve Management Plan and Strategic Plan being developed for the Domain.

Please note that the Domain is a dog exercise area as well.

CONTACT: Jenni Strange, 07 870 5260 for all booking enquiries.

INDOOR VENUES

Te Awamutu and Cambridge Information Centres have lists of local halls and indoor venues available for hire.

CONTACT: Te Awamutu i-site Visitor Information Centre, phone 07 871 3259
Cambridge i-Site Information Centre, phone 07 823 3456

TE AWAMUTU EVENTS CENTRE

Council contracts H2O Management to manage this venue, please refer enquiries and bookings to them.

CONTACT: H2O Management, phone 07 871 2080.

CAMBRIDGE TOWN HALL

CONTACT: Cambridge i-Site Information Centre, phone 07 823 3456, for all booking enquiries.

CAMBRIDGE TOWN HALL PLAZA AND ANCHOR PARK, TE AWAMUTU

Bookings taken through Council's Property Department.