

PLANNING AN EVENT?

Check off the following to ensure your event runs smoothly, and follows Council rules and regulations



LOCATION

☐ Is your event at a Council facility/park?

If yes, click **here** to book halls and parks.

If no, you still need to follow Council rules and regulations

TRAFFIC MANAGEMENT

☐ Road closures

Do you need to close roads?

Apply for road closures and find out more information **here**

☐ Large crowd?

Pedestrians crossing or walking along the roads is a hazard. You might need a traffic management plan (TMP). Send us your finished and approved TMP at least 5 working days before the event. Find out more **here**

☐ Parking

Roadside event parking is a hazard and can cause traffic build-up and risky vehicle movements, even on private land. Send us your TMP at least 5 working days before the event. Find out more **here**

FOOD AND DRINK

☐ Selling food

If you fundraise with food more than 20 times a year, or sell food commercially more than once a year, you need to register.

Find out more **here**

☐ Alcohol

You must obtain a licence if you are selling alcohol. Apply for a licence at least 20 working days before the event.

Find out more **here**

SAFETY

☐ Consider safety

Develop a clear action plan to ensure you know what to do when something unexpected happens.

Consult with ambulance, fire and police

☐ Structures

Things like marquees, stages, fencing or bouncy castles may need consent.

Find out more **here**, or call us on 06 374 4080 to talk to a building or planning officer

☐ Noise

If there will be amplified noise, arrange a meeting with a planning officer.

Call us on 06 374 4080 or email planning@tararuaadc.govt.nz

☐ Waste

Look at the options to minimise your waste at your event.

Find out more **here**

☐ Fire

Will there be a fire at your event?

You might need a permit - check **here**.

Apply for permits at least 10 days in advance

☐ Toilets

Consider how many toilets and portaloos you need.

Download a guide on portaloos **here**



◀ For more information, head to www.tararuaadc.govt.nz or scan the QR code

