

PLANNING AN EVENT?

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



| LOCATION | TRAFFIC MANAGEMENT | | | FOOD AND DRINK | |
|---|---|--|---|---|--|
| <p><input type="checkbox"/> Is your event at a Council facility/ park?</p> <p>If yes, click here to book halls and parks. If no, you still need to follow Council rules and regulations</p> | <p><input type="checkbox"/> Road closures Do you need to close roads? Apply for road closures and find out more information here</p> | <p><input type="checkbox"/> 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</p> | <p><input type="checkbox"/> 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</p> | <p><input type="checkbox"/> 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</p> | <p><input type="checkbox"/> 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</p> |

| SAFETY | ENVIRONMENT | | | | |
|---|---|--|---|---|---|
| <p><input type="checkbox"/> Consider safety Develop a clear action plan to ensure you know what to do when something unexpected happens. Consult with ambulance, fire and police</p> | <p><input type="checkbox"/> 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</p> | <p><input type="checkbox"/> Noise If there will be amplified noise, arrange a meeting with a planning officer. Call us on 06 374 4080 or email planning@tararuadc.govt.nz</p> | <p><input type="checkbox"/> Waste Look at the options to minimise your waste at your event. Find out more here</p> | <p><input type="checkbox"/> 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</p> | <p><input type="checkbox"/> Toilets Consider how many toilets and portaloos you need. Download a guide on portaloos here</p> |



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

