

# 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@tararua.govt.nz](mailto:planning@tararua.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.tararua.govt.nz](http://www.tararua.govt.nz) or scan the QR code

