

# 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"/> <b>Is your event at a Council facility/ park?</b></p> <p>If yes, click <b>here</b> to book halls and parks. If no, you still need to follow Council rules and regulations</p>	<p><input type="checkbox"/> <b>Road closures</b> Do you need to close roads? Apply for road closures and find out more information <a href="#">here</a></p>	<p><input type="checkbox"/> <b>Large crowd?</b> 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 <a href="#">here</a></p>	<p><input type="checkbox"/> <b>Parking</b> 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 <a href="#">here</a></p>	<p><input type="checkbox"/> <b>Selling food</b> 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 <a href="#">here</a></p>	<p><input type="checkbox"/> <b>Alcohol</b> 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 <a href="#">here</a></p>

SAFETY	ENVIRONMENT				
<p><input type="checkbox"/> <b>Consider safety</b> 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"/> <b>Structures</b> Things like marquees, stages, fencing or bouncy castles may need consent. Find out more <a href="#">here</a>, or call us on 06 374 4080 to talk to a building or planning officer</p>	<p><input type="checkbox"/> <b>Noise</b> If there will be amplified noise, arrange a meeting with a planning officer. Call us on 06 374 4080 or email <a href="mailto:planning@tararuadc.govt.nz">planning@tararuadc.govt.nz</a></p>	<p><input type="checkbox"/> <b>Waste</b> Look at the options to minimise your waste at your event. Find out more <a href="#">here</a></p>	<p><input type="checkbox"/> <b>Fire</b> Will there be a fire at your event? You might need a permit - check <a href="#">here</a>. Apply for permits at least 10 days in advance</p>	<p><input type="checkbox"/> <b>Toilets</b> Consider how many toilets and portaloos you need. Download a guide on portaloos <a href="#">here</a></p>



◀ For more information, head to [www.tararuadc.govt.nz](http://www.tararuadc.govt.nz) or scan the QR code

