



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

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GUIDELINES FOR ORGANISING AN EVENT

The major goal for promoters of large events is to ensure that the occasion runs smoothly and is a success both financially and socially. To achieve this, it is important to develop clear guidelines for organising committees and participants. These guidelines must be developed in conjunction and compliance with local and central government rules which need to be observed, whether the intended functions are held indoors or outdoors. It is especially important that where alcohol or food is involved in a public arena that the occasion runs smoothly, and that there is no disruption or disturbance occurs.

This document has been prepared to assist you in the planning of your event. It will illustrate areas and points you must consider before your event becomes a reality. As each event must be considered on a case-by-case basis. The more information you can supply will ensure that the time taken to process the application is lessened.

GETTING STARTED:

If you want to hold a large or multi-day event there are a few things that you need to organise to make sure it is enjoyable for visitors and residents.

Below is a list of things that you should work with Council officers before you can finalise the plans for your event. You would also need to complete an [Event Application Form](https://swdc.govt.nz/wp-content/uploads/Event%20Application%20Form%2002.05.19_1.pdf), https://swdc.govt.nz/wp-content/uploads/Event%20Application%20Form%2002.05.19_1.pdf

TIME FRAMES:

When the idea of an event is first considered one of the obvious questions is...

"Will I be allowed to hold my event on the date and at the location I want to?"

Organisers should arrange a meeting with Council staff to determine what will be required to run the event. This meeting should take place at least two (2) months prior to the date of the event, to allow time to comply with any legal requirements, including consultation timeframes if needed.

PLANNING CONTROLS:

Does your event need to:

- Operate outside the hours of 7am and 10pm
- Run for more than five days (separate or consecutive) in any six-month period
- Use amplifiers or sound systems
- Have extra lighting
- Have signs on other sites

These and other things trigger the need for **Resource Consent**. Contact the Planning Department to see if your proposal will need resource consent. Please note a notified resource consent (if required) can take three months or more so contact us as early as possible. If you know you'll need resource consent, download the [Resource Consent Application Form](https://swdc.govt.nz/wp-content/uploads/MDC%20Resource%20Consent%20Form_1.pdf) from https://swdc.govt.nz/wp-content/uploads/MDC%20Resource%20Consent%20Form_1.pdf and get in touch with the Planning Department.

FOOD STALLS:

When you begin planning your event, contact the Environmental Services Team or an Environmental Health Officer (EHO) at South Wairarapa District Council who can advise on:

- Food safety legislation and any applicable local bylaws;
- What equipment or facilities will be needed at the event site to sell safe food;
- Whether the people wanting to sell food can do so and what they'll need to do to sell food at the event;
- Any other requirements (such as building consents, liquor licensing, noise, and traffic management) and site information (such as water access, toilet, etc.) that apply to the event site.



GENERAL DUTIES OF EVENT MANAGERS OR ORGANISERS FOR FOOD STALLS

When an event involving more than two stalls is planned, an "Event Manager/Organiser/Convener" must be appointed.

The Event Manager shall submit to the Council the following information at least 20 working days prior to the event occurring:

- ✓ The start date & end date, and the nature of the event.
- ✓ A plan showing the location of food stalls, location of water tap, location of wastewater disposal, and toilets for food handlers.
- ✓ A list of proposed food stallholders. The Event Manager must evaluate each food stall applications before submitting it to the Council for consideration. All applications and relevant documents such as:
 1. Certificate of Registration from South Wairarapa District Council, other Local Councils, or MPI
 2. Laboratory Testing Reports from an Accredited Laboratory (i.e.: for honey traders if the applicant is not registered to sell extracted honey)
- ✓ Some food traders are exempt from registration and would fall into three categories:
 1. **Charities Fundraising**-Applicant(s) is/are fundraising and sell food less than 20 times a year. This includes things like sausage sizzles and charity bake sales. Applicant(s) don't need to be raising money for a registered charity, but it must be for a specific cause.
 2. **Horticultural producers**-Applicant(s) only sell minimally processed (e.g.: rinsing or washing) fruits or vegetables, that is personally grown, directly to the consumer.
 3. **One-off events**-Applicant(s) only sell food for personal profit once a year.

Note: If the Applicant does not fall into these exempted categories, they would be unlikely to be granted a Food Stall Licence.

- ✓ It is illegal to sell food that has been caught for recreation or home killed.
- ✓ For additional information regarding food stalls, refer to the Food Stalls Information Sheet.



HANDY HINTS FOR EVENT ORGANISERS FOR FOOD STALLS

Remember- when something goes wrong, the Event Organiser would be responsible for ensuring that everything complies and managed safely.

Below is a checklist of what the Event Organiser must ensure for food stalls to run a smooth and successful event:

<input type="checkbox"/>	Identify who will be providing food and what food will be sold
<input type="checkbox"/>	Provide food operators with all relevant information
<input type="checkbox"/>	Identify who will be providing food and what food will be sold
<input type="checkbox"/>	Decide where food stalls will be positioned
<input type="checkbox"/>	Identify what facilities, and how many of each will be needed at the event:
<input type="checkbox"/>	Toilets
<input type="checkbox"/>	Wash basins with water, soap, and towels
<input type="checkbox"/>	Water Supply
<input type="checkbox"/>	Power Supply
<input type="checkbox"/>	Rubbish bins
<input type="checkbox"/>	Wastewater disposal
<input type="checkbox"/>	Decide where facilities will be positioned – are they close to where they will be needed by food operators?
<input type="checkbox"/>	Identify who will be responsible for maintaining facilities and removing rubbish during the event, and when this will be done
<input type="checkbox"/>	Identify how and where food sellers can store food on-site
<input type="checkbox"/>	Identify parking or site access issues that might affect food sellers



The Event Organiser will support any action(s) taken by the EHO to ensure compliance with this guidance along with the Food Act 2014 and the Food Regulations 2015.

ALCOHOL:

An Alcohol Licence is required at any event where alcohol is sold or supplied, except where it is a private social gathering (i.e.: one which is closed to the public, held on private land, and attended by invited guests only). Please check with the Alcohol Licensing Inspector at Council if you are unsure if your event needs a licence.



SPECIAL LICENCE

A **Special Licence** will be required if the premises is not licensed, or if the bar proceeds are not going to the licence holder of the licensed venue. If such a licence is required, please complete an "Application for Special Licence" The fee is on the application form.

All Special Licences must be applied for at least **20 working days in advance of the event**. Where more than 400 people are expected, the application must be applied for at least 40 working days in advance. In order to determine current South Wairarapa District Council Policy, you will need to identify the proposed hours during which liquor will be sold/consumed.

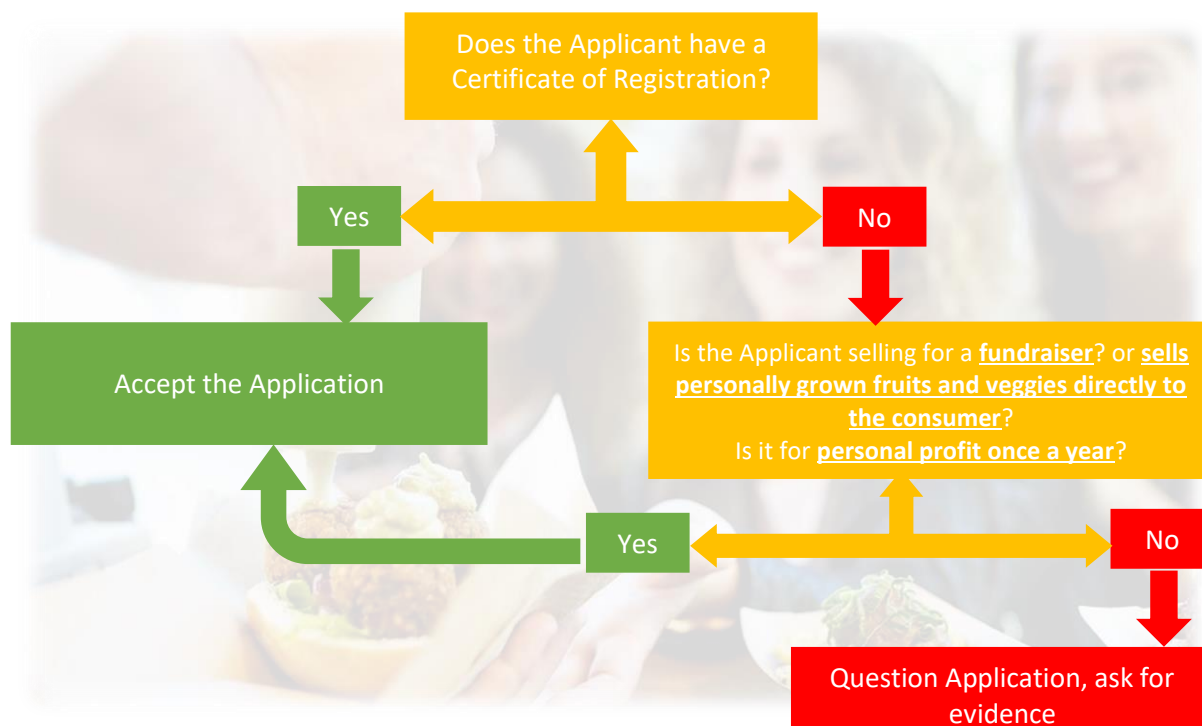
LIQUOR BAN AREAS

South Wairarapa District Council has 24-hour liquor bans in areas set by bylaws. This may affect your event if you intend the event to be BYO where alcohol is present. This can be discussed further with the Alcohol Licensing Officer.

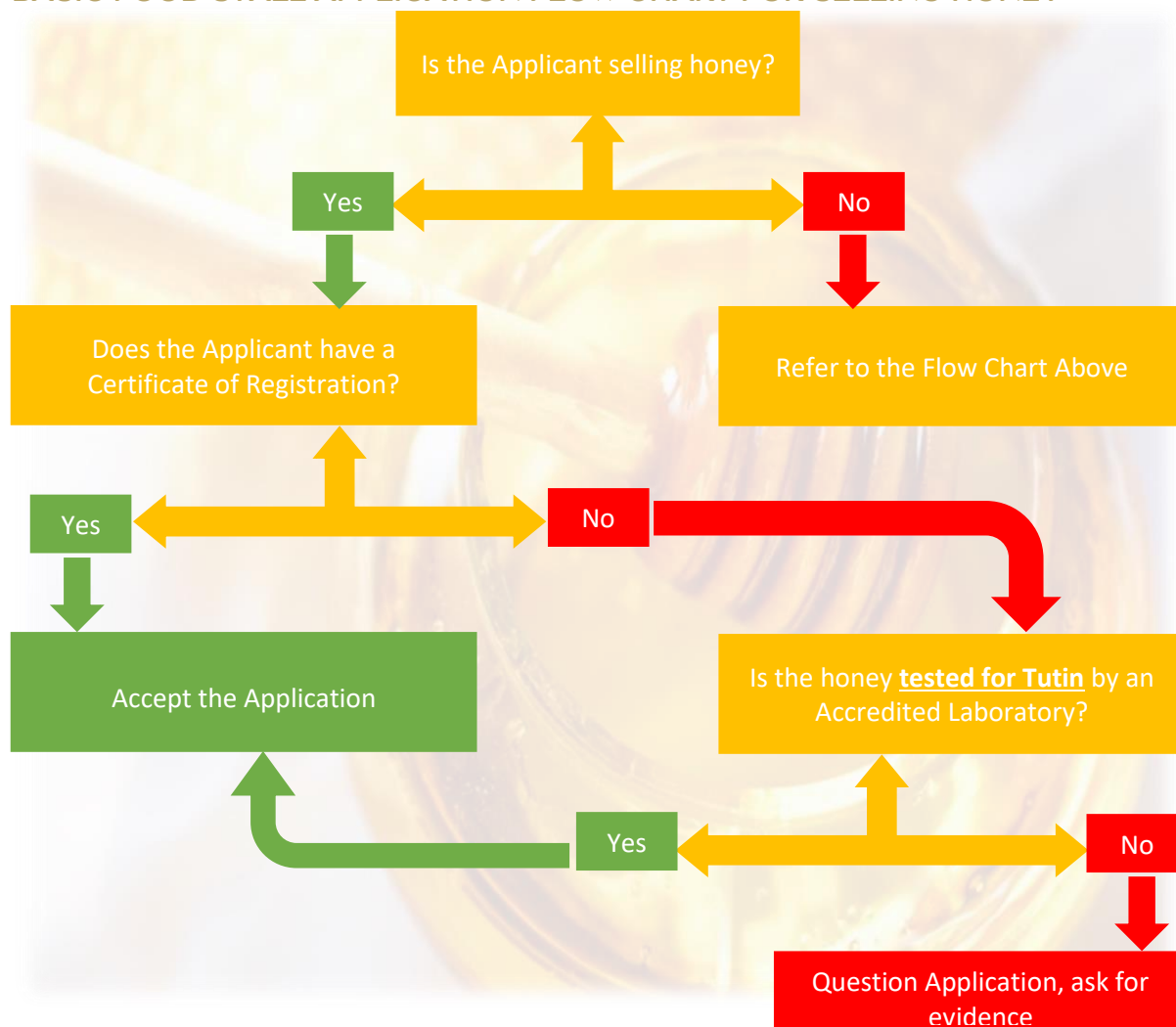


GENERAL GUIDE TO THE FOOD STALL APPLICATION FORM FOR EVENTS

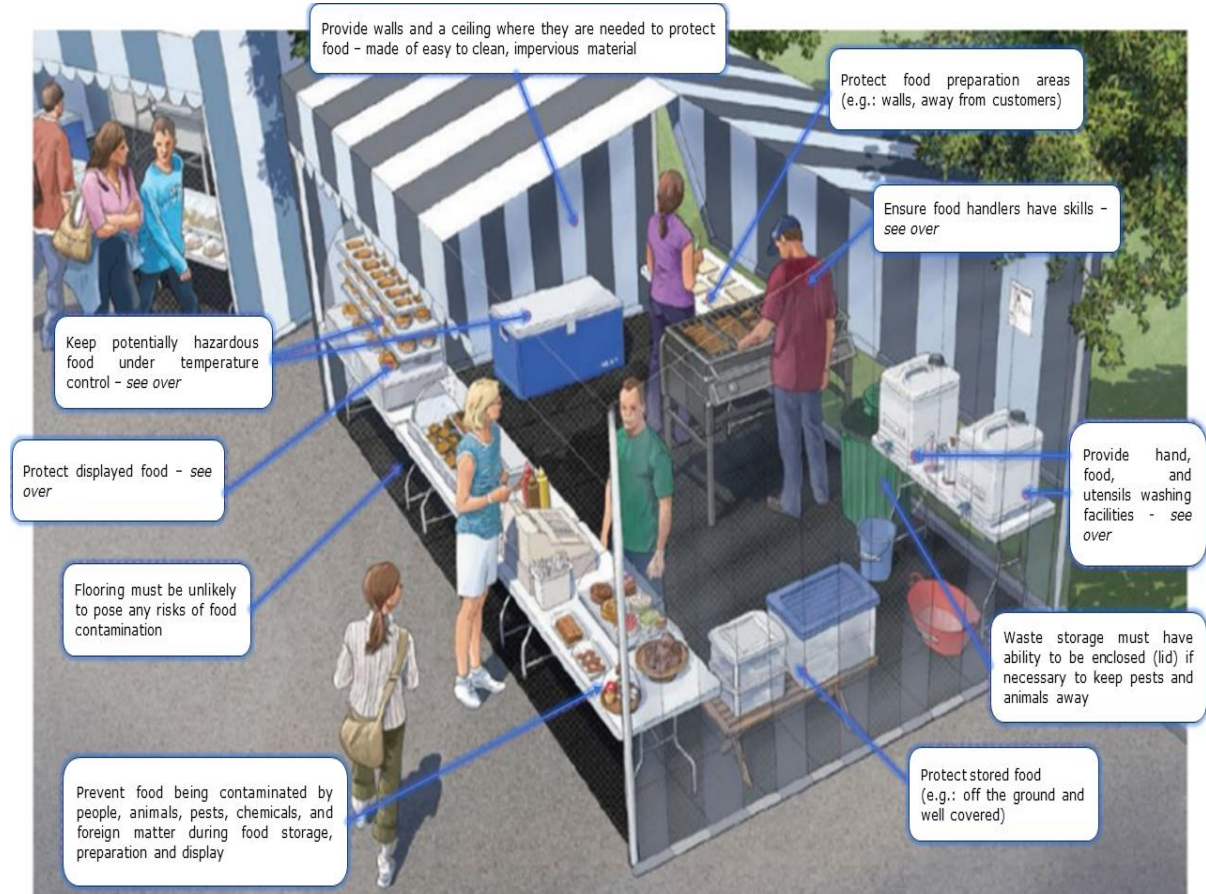
BASIC FOOD STALL APPLICATION FLOW CHART



BASIC FOOD STALL APPLICATION FLOW CHART FOR SELLING HONEY



GENERAL GUIDE OF A FOOD STALL SETUP:



Hand Washing Facilities	Food and Utensil(s) Washing Facilities	Food Handlers
<p>Container of sufficient size (e.g.: 20 litres) with tap and potable water</p> <p>Hand sanitisers, liquid soap, and paper towels</p> <p>Containers for wastewater, the wastewater is to be disposed of appropriately (e.g.: to sewer or without risk of entering stormwater or waterways)</p>	<p>Container of sufficient size (e.g.: 20 litres) with tap and potable water</p> <p>Hot water and/or food grade chemical sanitizer for sanitizing if needed</p> <p>Provide separate washing and rinsing containers for food and for utensils, as needed</p>	<p>Ensure food, utensils, and food contact surfaces are not contaminated by hands, hair, jewellerys, wounds, cough, etc.</p> <p>Clean person, attire, and habits</p> <p>No smoking in food stall</p> <p>Money and food handled separately</p> <p>Must have skills & knowledge in food safety and food hygiene matters</p> <p>Exposed wounds covered with waterproof covering</p> <p>Avoid unnecessary contact with food by using utensils or gloves</p> <p>Hands must be washed whenever they are likely to contaminate food</p>

Food Handlers	Food Handlers
<p>Protect displayed food from contamination (e.g.: using lids, cling wrap, or sneeze barriers)</p> <p>Protect single use utensils from contamination (e.g.: store handle up) and do not reuse</p> <p>Clean the outside and top of dispenser bottles, and do not top-up bottles</p> <p>Provide separate serving utensils for each self-serve food</p>	<p>Cold food - ensure 5°C or below</p> <p>Hot food - ensure 60°C or above</p> <p>Check food temperatures with probe/thermometer (accurate to +/- 1°C)</p> <p>Please seek advice from the Environmental Services Team if planning to use an alternative to appropriate temperature control for display of potentially hazardous food</p>



NOISE CONTROL:

The legislation that determines acceptable noise levels is the Resource Management Act/Wairarapa Combined District Plan. It is your responsibility to ensure that no excessive noise is created by your event. If excessive noise is created and seriously upsets the peace, comfort and convenience of people living nearby, an Enforcement Officer has several options available:

- A notice may be served requiring you to cease the excessive noise.
- Together with a Police Officer they may remove or inactivate the noise source.
- Issue an Infringement Notice with an instant fine of up to \$500 if noise continues after a notice is served.
- Prosecute the offender for breach of a notice in a District Court with a guilty charge carrying a fine of up to \$10,000.



To avoid any possibility of this occurring and to promote good relations with any surrounding neighbours, you should consider the type of sound intended, the hours, location and direction of any equipment, nearby sensitive uses etc.

This information should be included in your application. If your event will be using amplified sound in an urban environment, it is likely that an Environmental Health Officer will work with you to advise appropriate noise levels.

It may be a good idea to talk to notify your neighbours about your event and check whether they have any concerns.

FIREWORKS:

If fireworks are to be ignited, you will need to seek approval from Council if it is set in or on a public place, or near a public place in a way that is likely to create a nuisance. You would also need to contact the New Zealand Fire Service or Rural Fire Service, and the New Zealand Police for the purchase of fireworks. Depending upon quantities of fireworks involved, you may need a certified handler under the HSNO Act. Please contact Environmental Services for more information.



BUILDING CONTROL & VENUES:

Should your event require the erection of any tents or marquees, please note that if one or more of these exceed 100m² in area the Building Act requires that a **Building Consent** be obtained. Platforms or staging that are 1.5m high and portable buildings are also subject to a building consent. Contact the Building Department for building consent applications. Please note that a building consent takes up to 20 working days and cannot be processed unless all relevant information is provided.



Depending on the number of persons likely to occupy the tent or marquee, some, or all the following features may be required:

- Marquees to be erected by experienced erectors.
 - Fire extinguishers suitable for this purpose to be available at all times and their locations signed. Signs to be 2 metres from ground level.
 - If marquee holds more than 100 people then Safety Officers are to be appointed to ensure the safe use of the marquee, to ensure that furniture and fittings do not block exit ways; and in the event of an emergency, control, and guide occupants to safety.
- NOTE: Designated Officers should wear some form of identification.**
- If the marquee is to be used after sunset emergency lighting as well as normal lighting is to be installed.
 - Separation to other buildings and boundaries.
 - Fire alarms and smoke detectors.

Once the marquee has been erected it may be required to be inspected by an officer of Council if a building consent has been issued. You will be notified when the consent is issued if inspections are required.

If you intend to use an existing building (e.g.: halls or gymnasium in the district) for your event, contact the Council Venue Coordinator to check how many people it can safely hold.

LITTER AND WASTE MANAGEMENT CONTROL:

One of the biggest problems associated with any event, which has a great potential to cause aggravation, is the incorrect disposal of litter. A new bylaw passed on 25 January 2022 aims to help events to manage and minimise solid waste which would otherwise go to landfill. Waste management and minimisation plans will be a requirement for events with 1000 people from one year after the bylaw came into effect. For smaller events, a plan is still good practice.



See [the Event Waste Management Plan Guide](#) for more details. Your event proposal must contain information showing the methods of litter control and disposal. Where possible appropriate containers must be placed around the site of your event to encourage the recycling of cans and paper.



ROAD OCCUPATION & TRAFFIC:

If your event requires the temporary closure of roads or public space, please note at least two (2) months' notice is required to allow for public notification and processing. If you anticipate that your event will influence road traffic, please discuss a traffic management plan with the Roading Department.



TOILET FACILITIES:

For the successful running of any event, it is essential that adequate toilet facilities are provided for use by patrons and the event staff, as a guide use the following ratios.

Number of People	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
0-100	1	1	1	1	1	2	2	2	2	2
250	2	2	2	2	2	3	3	3	3	3
500	2	3	3	4	4	4	4	4	4	5
1000	3	4	5	6	6	7	7	7	7	7
2000	5	8	10	11	12	13	13	14	14	14
3000	7	12	15	16	18	18	19	20	20	21
4000	10	16	19	22	24	25	25	27	27	28
5000	12	20	24	27	29	31	32	33	33	34
6000	14	24	28	33	35	37	37	39	41	41
7000	17	27	34	38	41	42	46	46	47	48
8000	20	32	38	44	48	49	50	51	53	54
9000	34	39	47	54	58	62	64	66	67	68

Note: Alcohol consumed at an event will increase toilet usage by 40%. The table above is only meant to be a guide and not a prescriptive requirement.

If you anticipate more than 9000 people at your event, or where camping is available, your event proposal must include enough detail to show how human waste will be disposed of. If it is your intention to use a facility such as a Port-a-loo, the frequency of emptying during the event and after the event has finished must be stipulated.

AMUSEMENT DEVICE:

Operators of amusement devices (i.e.: bumper cars, bumper boats, fairground machineries, indoor go-karts, and the like) are required to display their current "Engineer's Report", or "Competent Person's" report as defined in the Amusement Device Regulations 1978. Amusement devices also require an **Amusement Device Licence** to operate in the South Wairarapa, complete the 'Application Form for Registration of an Amusement Device' and submit the Form along with a copy of the Engineer/Competent Person's Report to the Council for consideration. The fee is set by Regulation.



CAMPING-GROUND REGISTRATION:

If you are planning to have temporary accommodation overnight for the public or staff, you may require a **Camping-ground Licence**. Email health@swdc.govt.nz to visit our health licences and registration page or ring 06 306 9611 at least 20 working days before the event for registration requirements.



OTHER RELEVANT ORGANISATIONS:

To ensure that your event is fully covered for all eventualities it is recommended you approach the following external agencies:

- Fire Services for fire safety and evacuation controls
- First Aid Providers (e.g. St. John's)
- Police for law enforcement issues
- Ministry of Justice for "Certificate of Approval" for security staff(s)



QUICK CHECKLIST FOR YOUR EVENT:

<input type="checkbox"/>	Application Forms completed as required:
<input type="checkbox"/>	Food Stall(s)
<input type="checkbox"/>	Special Licence for the sale of Alcohol
<input type="checkbox"/>	Building Consent for marquee
<input type="checkbox"/>	Road Closure
<input type="checkbox"/>	Traffic Management Plan
<input type="checkbox"/>	Site Plan attached
<input type="checkbox"/>	Planning Consent

