

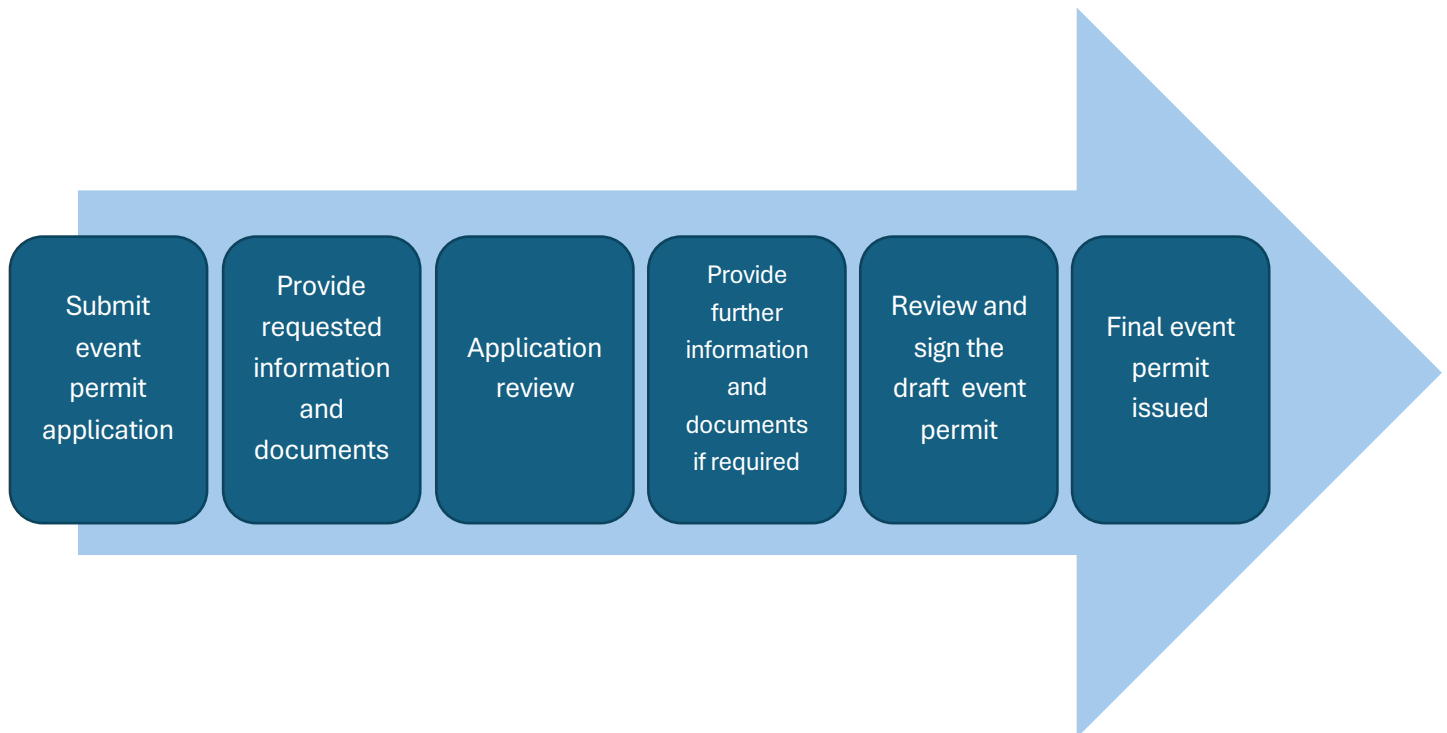
When an Event Permit is Required:

If you are planning to use a public space, park or reserve for your event, you may require an event permit.

Depending on the size and nature of the event you wish to stage, you may require an Event Permit and other supporting documents such as, Risk Assessment and Health & Safety Plan, Site Map, Public Liability Insurance, etc.

An Event Permit process provides assurance to the Council that activities comply with the necessary requirements and legislation and are undertaken in a safe manner. A permit also clarifies responsibility and liabilities, secures the facility or space and minimises disruption and impact on other users of public spaces.

CCC Event Permitting Process:



To determine whether you need an event permit:

Question 1 - Is your event:

- Open to the general public (anyone can attend, even if tickets are required) and to be held on public land (like parks, roads, or similar spaces)?

If yes, move to Question 2.

If no, contact the Call Centre at 03 941 8999 or email info@ccc.govt.nz for more information. You can also find out about [booking a park for a private event](#).

Question 2 - Will your event include any of these:

- A marquee larger than 100sqm (requires a building consent exemption).
- Stages over 1m high or large structures (like scaffolding or big screens).
- Bouncy castles or inflatable equipment (this is classified as 'high risk' and must follow health and safety requirements).
- Mechanical rides (like Ferris wheels or merry-go-rounds – additional documentation will be required, and health and safety rules apply).
- Activities affecting roads or footpaths (like races or events that increase traffic – you'll need a traffic management plan).

If yes, contact the Event Partnerships and Development Team at eventsdevelopment@ccc.govt.nz to discuss your event or apply for a permit.

Key Documents required for an Event Permit Application:

The Event Advisor will provide specific timeframes to ensure the timely processing of your event permit.

Site Maps:

A detailed, to-scale site map showing event set up needs to be provided prior to the event. Some things that may need to be included are:

- Running or walking course map (for sporting/running events)
- Infrastructure such as marquees, pop-ups, stage, seating, bouncy castles or amusement devices
- Food vendors
- Licensed areas such as alcohol serving areas
- Provided toilet facilities
- First aid stations
- Lost children meeting point
- Crowd control infrastructure such as fencing
- Entry and exit for attendees
- Emergency exit locations and evacuation point
- Generators or power supply
- Additional water supply (if applicable)
- Vehicles on site during event and their access route

- Road or street impacts such as road closures, lane closures, Stop/Go
- Parking (if available on site)

Note: The items listed above are minimum requirements. Other conditions may be specified on a case-by- case basis.

Insurance:

If someone is injured or their property is damaged during an event, legal action may be taken against the organising body to recover losses or damages. Public liability insurance is designed to help protect you by ensuring that if this does happen, you have adequate cover to fund any successful claim. Council requires events to have Public Liability Insurance according to the following:

- **No public liability insurance required** - Events with less than 500 people, BBQ allowed, no infrastructure or vehicles on the grounds, strictly no fireworks or sparklers
- **Over \$1m public liability insurance required** - Events with less than 500 people, light infrastructure i.e. ezi-ups, small stages, trailers, etc
- **Over \$2m public liability insurance required** - All other events with over 500 people and/or significant infrastructure including anything with more than 15cm long pegs/stakes.

The insurance must be in the legal organisation name or governing body. The event organiser must ensure that the insurance provides coverage for the specific event location and activity.

A copy of a current Public Liability Insurance Certificate must accompany the application and final approval will not be given until it is received.

Health and Safety Plan:

Requirements that must be part of your written Health and Safety Management Plan to align with the Health & Safety at Work Act 2015:

- A system is in place for the identification, assessment, control and review of hazards before and during the event.
- Health and Safety responsibilities are assigned to designated staff, including volunteers.
- All staff working at the event location have the necessary knowledge and skills to perform their job adequately or will be adequately supervised.
- A plan is in place to inspect the event location to ensure that the venue is safe prior to the event.
- A drone flight risk management plan for event day to ensure operational safety and protect public health (if applicable).
- An Accident Register is kept on site.
- An Emergency Plan designed for the event is in place for dealing with a variety of reasonably foreseeable emergency situations. (natural event(s) or as a result of event activities)

- A Health and Safety briefing is carried out with staff (including volunteers) prior to each session of the event and is documented.
- A system is in place with the collaboration of all partners (e.g., food providers, contracted services, etc) and suppliers to ensure the public is not endangered by activities carried out at the event venue.

Emergency Response Plan:

What will happen in an emergency and who will do it? Most event emergency plans should address the same basic requirements, to:

- get people away from immediate danger providing first aid and medical assistance
- summon and assist emergency services
- onsite emergency response, i.e. use of fire extinguishers
- deal with the displaced / non-injured (e.g. at a festival with camping)
- handle casualties
- liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency)
- traffic management, including emergency vehicles
- providing first aid and medical assistance
- incident control
- protect property

Evacuation Procedures:

What will happen in an evacuation, who will do it, and how will people know what to do?

Procedures for staff and volunteers to follow in an evacuation should include:

- raising the alarm and informing the public
- summoning the emergency services
- crowd management, including evacuation, where necessary – may be a full evacuation of event site or partial evacuation of site
- evacuation meeting point
- evacuation of people with disabilities
- liaison with emergency services

Risk Assessment:

Identify what could go wrong? Think how bad it could be? When could it go wrong? What will you do to control it? What will you do if it does go wrong? Who is responsible?

Events in Parks and Reserves

General Guidelines:

- All Park/Reserve bylaws displayed at this site must be complied with.
- All litter generated by your activity is to be removed from the site.
- Pedestrian access must be maintained at the site at all times. This includes having clear thoroughfares and not blocking pathways, entrances, and exits to the site.
- All directions issued by parks rangers, authorised Council officers or members of the NZ Police must be followed at all times.
- Only essential vehicles are allowed to remain on site during events, and at some sites vehicles are not permitted or are not permitted during certain times.

Rain and Inclement Weather:

- The possibility of inclement weather needs to be taken into account.
- Council does not provide wet weather alternative arrangements, and marquees cannot be set up at late notice.
- Vehicle access to parks or reserves requires prior approval from the Park Manager. Please prepare a contingency plan, as access is automatically void in wet weather.

Power Supply at Events:

- Power boxes are available in some event spaces.
- Access to CCC power is not permitted without prior approval.
- If a club or leaseholder holds rights to a Council facility where power consumption is billed directly, the club is entitled to establish power charge fees as agreed upon by both parties.
- A registered electrician might be required for some power source connections.
- Whenever using a cord outdoors, a residual current device (RCD) or isolating transformer must be used for protection from a fatal electric shock by quickly cutting the current in the event of an electrical problem.

Toilets:

- It is the event organiser's responsibility to provide adequate toilet facilities to event patrons and the public, and to maintain these toilets in clean and stocked condition for the duration of the event.
- The site plan must show the location and number of public toilets and disabled facilities being provided for your event. The number of toilets to be provided will depend on anticipated crowd numbers, whether there is alcohol service and the event duration.

- Accessible toilets must be available, and all facilities must be well lit to avoid security and safety hazards, provided with soap and hand drying equipment and must be cleaned and re-stocked regularly.

Alcohol-free Events					
	Male			Female	
Patrons	WC	Urinals	Hand Basin	WC	Hand Basin
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
Alcohol Available Events					
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	7	18	7

The figures in the previous two tables may be reduced as follows for events or shorter duration.

Duration of Event	Quantity Required
8 hours +	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Example: Less than 1000 patrons for a 4-hour event with alcohol available

Male			Female	
WC	Urinals	Hand Basin	WC	Urinals
$5 \times .70 = 3.5$ (4)	$10 \times 0.7 = 7$	$4 \times 0.7 = 2.8$ (3)	$16 \times 0.7 = 11.2$ (11)	$4 \times 0.7 = 2.8$ (3)

Infrastructure and Setup

Fenced Areas:

Fences are still considered buildings under the Building Act definitions but are exempt as of right from consent providing the height is less than 2.5m.

However, fire safety requirements under the Building Code still apply. A fully fenced area must include a compliant 'safe route out' as per the Code.

For a fully fenced area with capacity for **less than 2,000 attendees** at any one time

The event organiser is required to:

- refer to section C1 – C6 Fire Safety Clauses of the B-053 Marquees and Temporary building process sheet guidelines. Please read the [Marquee and Temporary Building Compliance Statement](#) for further reference.
- Note: if capacity is between 101-2,000 people, then the Evacuation Procedure will need to be approved by the New Zealand Fire Service.
- Submit any required exemption for building consents applications for the temporary structures inside the fencing, which includes an accurate event site plan.

For a fully fenced area with capacity for **over 2,000 attendees** at any one time

The event organiser is required to:

- Engage an independent fire engineer company and comply with the advice that they provide, and
- Submit any required exemption for building consents applications for the temporary structures which includes an accurate event site plan.

Pop-ups and Marquees:

- If you plan to install or amend any temporary infrastructure in your application, Event Organisers must notify the Events Advisor at least two weeks before the event.
- To avoid damaging underground cables or pipes, pegs over 150 mm must not be used. If required, the park grounds must be scanned with qualified underground services first at the expense of the Event Organiser. Contact a locator service or consult Orion and Spark for maps.
- If needed, irrigation marking must be arranged with the Park Manager through a Council Events Advisor, at the Event Organiser's expense.
- All infrastructure must be positioned at least 1 metre from tree drip lines.

- Marquees measuring over 100m² will require an [exemption from building consents](#). The application of this is the responsibility of the marquee owner but it is vital event organisers make sure this is done.

Staging:

- Any stages which are not trailer/vehicular and are over 1.5m high will require an [exemption from building consents](#). This should be applied for by the stage provider, but it is vital Event Organisers make sure this is done.

Inflatable Devices:

- WorkSafe NZ stipulates that Event Organisers (are stakeholders and therefore) have responsibility for ensuring that all activities are compliant under the relevant sections of the Health and Safety at Work Act 2015
- Only operators who can provide evidence to Event Organisers that land-borne inflatable amusement devices meet the [requirements](#) of Australian Standard 3533.4.1 should be allowed to operate.
- Whenever using a cord outdoors, a residual current device (RCD) or isolating transformer must be used for protection from a fatal electric shock by quickly cutting the current in the event of an electrical problem.

Read more about inflatable devices requirements to operate on [WorkSafe website](#).

Amusement Devices:

- A list of all the amusement devices to be used at the event must be provided.
- All amusement devices must have a [Certificate of Registration](#) issued by Worksafe which is to be displayed, in plain view on the device at all times during operation.
- Before a registered amusement device (merry-go-rounds and other mechanised rides) may be operated, the owner must obtain a "[Permit to Operate](#)" from the Enforcement Team of the Council who will inspect the device on-site to ensure it is safe.
- Rides must not commence before the device has been inspected and the permit issued. Whenever using a cord outdoors, a residual current device (RCD) or isolating transformer must be used for protection from a fatal electric shock by quickly cutting the current in the event of an electrical problem.

Noise:

- Music and activities must be kept at a reasonable volume at all times to ensure they do not disrupt the peace, comfort, or convenience of nearby residents, businesses, or others in the vicinity of the park.
- Amplification should be kept to a minimum, directed away from neighbours and tailored to the size of the audience. It is important that “foldback” sound is also minimised. Performers must be made aware of these noise expectations and encouraged to exercise consideration regarding volume.
- Local residents and businesses should be advised about the event through a letterbox drop or similar method. This notice must include a contact phone number for the event organiser, so any concerns can be addressed promptly.
- Any instructions with regards to sound levels issued by an officer of the Christchurch City Council or acting on their behalf should be complied with immediately.

Fireworks:

- The following information must be provided:
 - A site plan outlining the proposed area for the fireworks display
 - A detailed list of all fireworks to be used
- A [Fire Service Approval](#) must be obtained from Fire and Emergency NZ and provide a copy written approval to the Event Advisor.
- A copy of the [OPD Test Certificate](#) for the pyrotechnic display must be provided to the Event Advisor prior to the event.
- If gas or other accelerants are used during your event, details of their use and storage must be provided in the risk register.

Read more about the use of fireworks on the [WorkSafe website](#).

BBQs and Selling Food:

- Mobile food carts operating for a private profit must be registered under the Food Act 2014 with a Council or the Ministry for Primary Industries and must ensure it produces or serves safe and suitable food.
- If you are planning to have a casual BBQ or a sausage sizzle at your event as a fundraiser (not-for-profit purpose), please read the Ministry’s advice on [fundraising and community events](#).
- For clarification, please contact the Council Food licensing team on (03) 941 8999, email healthlicensing@ccc.govt.nz or check [our website](#).
- Only gas barbecues are permitted within all Christchurch parks.

- If gas or other accelerants are used during your event, details of their use and storage must be provided in the risk register.

Alcohol:

- A Special Liquor Licence is required for events that sell alcohol or if the consumption of alcohol is part of the event.
- The [Special Liquor License flowchart](#) guides you through the preliminary questions to ask when planning your event.
- A Special Liquor Licence must be obtained if alcohol is to be sold or served at an event. A copy of the licence must be provided to the Council and displayed at the event. Alcohol may not be sold or distributed outside the designated event area.
- Please contact CCC Alcohol Licensing team a minimum of 25 20 working days before the event to apply for a Special License: mobile (03) 941 8827, email alcohollicensing@ccc.govt.nz or visit [our website](#).
- Applications received outside the 20-working day deadline may not be accepted by the District Licensing Committee (DLC) for consideration.

Drones

If the use of an unmanned aerial vehicle (UAVs or 'drones') is planned during the event, an [application for drone consent](#) from Christchurch City Council must be submitted at least 10 working days prior:

- Over Council permission-required areas ([map](#))
- Over Council roads or buildings
- Over a permitted event taking place on public land. Applications must be received at least 10 working days before the event begins setting up.
- An RPAS that weighs more than 1.5 kilograms over any Council property.
- All Drone operators must comply with [Civil Aviation Rules](#).

Please ensure that the use of drones is included in the event Health & Safety documentation and Risk Management Plan.

For drone consent-specific queries, contact the RPAS team: RPAS@ccc.govt.nz.

Event Impacts on Road

Traffic Management Plans (Full road closures, traffic control, parking restrictions):

If your event will affect the normal operation of the road/footpath, you will require a [traffic management plan](#) drawn up by an appropriately qualified traffic person.

Temporary road closures for events are divided into three types depending on the impact of the road closure on the public and properties in the area.

The 3 categories are:

- Small non-commercial community event
- Medium impact event
- Large impact event

The closure type determines how far in advance of the closure you must submit your application for the temporary road closure, see [Road Closures for Events – 3 Stage Event Classification and Process](#) to determine which category the event falls under.

For “Small, non-commercial, community events” which is defined as an event with less than 150 people in attendance where:

- no commercial activity will occur
- no alcohol is intended to be sold
- no structures greater than 100m² will be installed on street
- noise contour levels will not exceed during the event.

The [road closure process for small community events](#) may be followed.

For general information regarding Traffic Management, submission timeframes and public notification requirements, please refer to the [Local CCC Temporary Traffic Management local operation procedures](#).

Closure Type	Apply in advance of event	Minimum public notice period
Small community event	30 days (4 weeks)	7 days (1 week)
Medium impact event	60 days (8 weeks)	7 days (1 week)
Large impact event	120 days (17 weeks)	To be determined on a case-by-case basis but will be in excess of 7 days and likely include wider communications strategy

Note: The times above are a minimum requirement. Other conditions may be specified on a case-by-case basis.

To seek specific advice regarding TMPs, please contact a [Traffic Management provider](#) to assist you.

Traffic management control and involvement by the Event Organisers, including staff or volunteers, during the event must be included in the risk register.