

Community Events Plan



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SECTION 1

Introduction



Figure 1: *Music festival similar to Soundsplash, commercial event hosted at Wainui Reserve, Raglan*

1.1 What is the Community Events Plan and why do we need it?

Events improve social cohesion, foster a sense of community spirit and pride, and celebrate local history and cultures. They can have many economic benefits.

The Waikato District Council Community Events Plan (the Events Plan) outlines the ‘what’, ‘why’, and ‘how’ for Waikato District Council’s involvement in events; aiming to set a clear vision and direction for events in the district over the next 10 years based on organisational values and by providing goals and principles for events.

It also outlines what council seeks to achieve for diverse types of events and the separate roles council can play.

1.2 What does the Events Plan cover?

The Community Events Plan has three distinct sections.

Part 1: Context, Scope, and Strategic Alignment

Part 1 outlines the ‘why’, ‘how’, and ‘what’ for this Events Plan. It gives an overview of the scope of the Events Plan and its strategic alignment with other Council documents.

Part 2: Our Vision for Events

Part 2 includes the vision, goals, and principles for events in the Waikato District for the next five to 10 years.

Part 3: Guidance for Event Categories

Part 3 outlines definitions, council's position, desired outcomes, drivers, and potential benefits for each of the five event categories of events included in this Events Plan: small, medium, large, major and civic events.

Appendices

Appendices include:

- **definitions** for event categories, including what constitutes a commercial event and a community/ not for profit event.
- **recommended actions** aiming to move Council towards achieving its vision and goals in the next 3 years.
- an **Event Toolkit** which includes:
 - » A simplified overview of the events application process.
 - » Fees and charges for events.
 - » Guidance to help determine levels of impact of events and corresponding needs for information and application timeframes.
 - » Guidance to help identify regulatory requirements for events and potential sites for events.
 - » Sites used for events in the 2022-23 and types of events they might be suitable for.

1.3 What is the scope of the Events Plan?

For this Events Plan, events are defined as:

Any organised activity or enterprise held on public land including roads, footpaths, parks, reserves, and sports grounds. They bring a group of people together in one or more locations for a limited period for a particular activity.

Events have been categorised into small, medium, large, major, or civic events in this Events Plan.

Events may:

- Be 'one-offs' or held on a regular repeating basis.
- Vary in scale from minor activities that involve few people to large gatherings of individuals and groups, organisations, entire communities, regional and national or even international audiences.
- Have different levels of **impact**, that are greater than the 'normal use' intended of the space.
- Can range from **low to medium and high** numbers of attendees.
- Can be run **commercially** or **non-commercial** (see definitions in Appendix 1).
- Be free or have an entry fee and/ or chargeable activities.
- Cater for different audiences and interests e.g. social, cultural, environmental, technological, sports, etc.

Scope of events covered in this Events Plan

Events in **scope** of this Events Plan are (see definitions for event types in Appendix 1):

- Civic and ceremonial events such as ANZAC parades.
- Community organised events such as community markets, family fun days, or community sporting events.
- Event organised by council such as Dirty Dog or park or playground openings.
- Commercial events that are run for a profit such as commercial sporting events or large ticketed events like concerts.



- Events on local roads such as large cycling events or rallies.¹
- Events on public open space, often community events such as markets or festivals.²
- Any other activity not specifically excluded from scope that requires an event permit or consent.

Though technically not events, the following activities are included within this Events Plan:

- Recurring bookings of outdoor sports fields for practices, trainings and tournaments.³

Excluded from the scope of this Events Plan are:

- Filming applications.⁴
- Events at indoor council facilities such as halls, libraries, etc. This includes programmed activities such as reading events at libraries.
- Events at private venues⁵ such as indoor or outdoor performances, functions and events.
- Activities/events on water⁶ - activities associated with an event taking place on the water are not part of the scope of the Events Plan, however activities taking place on adjacent council owned land are covered by the Events Plan (e.g. an area of a park set up for registrations for an event on a lake is in scope of the Events Plan, the activity on the water itself is not).
- Volunteer work in parks.

Activities that do not require an event application

Picnics, barbecues, or gatherings with a few family members or friends are considered general use of a public space and do not require an event approval. The following are the guidelines for the general use of parks:

- **Be considerate:** The park is for everyone, please share the space with the others.
- **Tidy-up:** Take your rubbish with you and recycle waste where possible.
- **Be a good host:** Keep yourself and your guests safe. Check the area for hazards e.g., waterways, fire etc. Think about how to minimise the danger and keep safe.
- **Be responsible:** If your activity changes during planning (e.g. you decide to add a bouncy castle, invite food vendors, you need vehicle access, or you decide to serve alcohol), you may need an events approval after all, and the events facilitator can help with this.

1.4 Where does the Events Plan fit?

The Community Events Plan is aligned with the visions and community outcomes already set by Waikato District Council (WDC) in its Long-Term Plan (LTP) 2021-2031. The guiding vision for the Waikato District is:

Liveable, Thriving and Connected Communities

He noohanga aahuru, he iwi whai ora, he haport tuuhono tahi.

The four Community Outcomes adopted by WDC in June 2023 in preparation for the 2024-2034 LTP are also particularly relevant for events. Figure 2 below shows how events can contribute towards achieving community outcomes.

¹ Regulations and requirements for this are set by NZ Transport Agency/Waka Kotahi legislation and procedures e.g. Code of Practice for Temporary Traffic Management (CoPTTM) which applies to temporary road closures/ temporary traffic management (TTM).

² Reserve management plans apply, as well as various council Bylaws

³ See Appendix 3 Events Toolkit and Guidance, Guidance on Levels of Impact of Events for specific information requirements for recurring bookings

⁴ Not cover by this Events Plan, though the events team may be part of assessing and processing these applications.

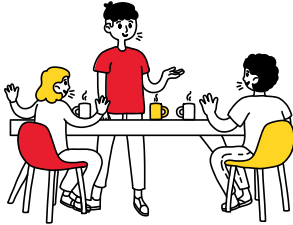
⁵ These events and activities still need to comply with council's regulatory requirements.

⁶ Generally this is the responsibility of Environment Waikato and/ or the Harbour Master

WDC Community Outcomes

SOCIAL

We have well connected communities



How Events Can Contribute

Events can boost connection and community wellbeing

Events can be a catalyst for community wellbeing and social cohesion by providing opportunities for people to connect, have fun and build meaningful relationships. They promote participation in various activities, benefiting both mental and physical health. Through this they can help foster community resilience, community spirit and pride.

CULTURAL

We celebrate who we are



Events can celebrate diversity and identity

Events celebrate our unique cultural identity. They can also help to highlight and embrace cultural diversity. Events can also serve as platforms for artistic expression and appreciation and foster creativity. Events provide an opportunity to partner with community and mana whenua.

ENVIRONMENTAL

Our environmental health underpins the health of our people



Events can increase environmental awareness and sustainable practices

Events need to be managed in ways that protect the natural environment. This means holding the **right event in the right place** and managing events to ensure sustainable practices are in place. The land and especially public open spaces have a central and integral role in the Community Events Plan.

ECONOMIC

We support local prosperity



Events can support the local economy

Events can have a positive impact on the local economy, boosting businesses and creating opportunities for growth. They can attract visitors who spend money, helping local businesses thrive and creating employment opportunities. Events can also showcase what a local area has to offer.

Figure 2: Alignment of Events with Draft WDC Community Outcomes

Within Waikato District Council documents, the Community Events Plan becomes a key part of the existing strategies, policies and plans as shown in Figure 2.



Figure 3: Legislative and Statutory Context for Events Plan

1.5 Monitoring and Review

This Events Plan will guide staff with day-to-day decisions relating to events, as well as offering guidance to the community and organisers. Council will review the Events Plan from time to time, in response to changing circumstances or better information, to ensure it remains up to date and relevant.

The following specific actions will support the objectives and policies in this Events Plan and feed into future reviews of the document:

- Undertaking assessments of all our parks and reserves and keeping a record of any event issues as they arise that can be addressed in future updates.
- Council will ensure data regarding events and reserves is kept up to date to support any reviews.

1.6 Amendments and Updates

Updates and corrections that do not change the intent of the plan e.g., name changes to organisations or other documents mentioned in the text may be made without public consultation as they do not change the intent or meaning of the document.

Major amendments to the document should be approved by Council and be subject to public consultation in alignment with the significance and engagement policy.

SECTION 2

Our vision for events



Our Vision for Events

Council supports events that contribute to achieving community outcomes. The diagram (Figure 4) below shows the vision, mission, goals, and principles for events in the Waikato District for the next five to 10 years.

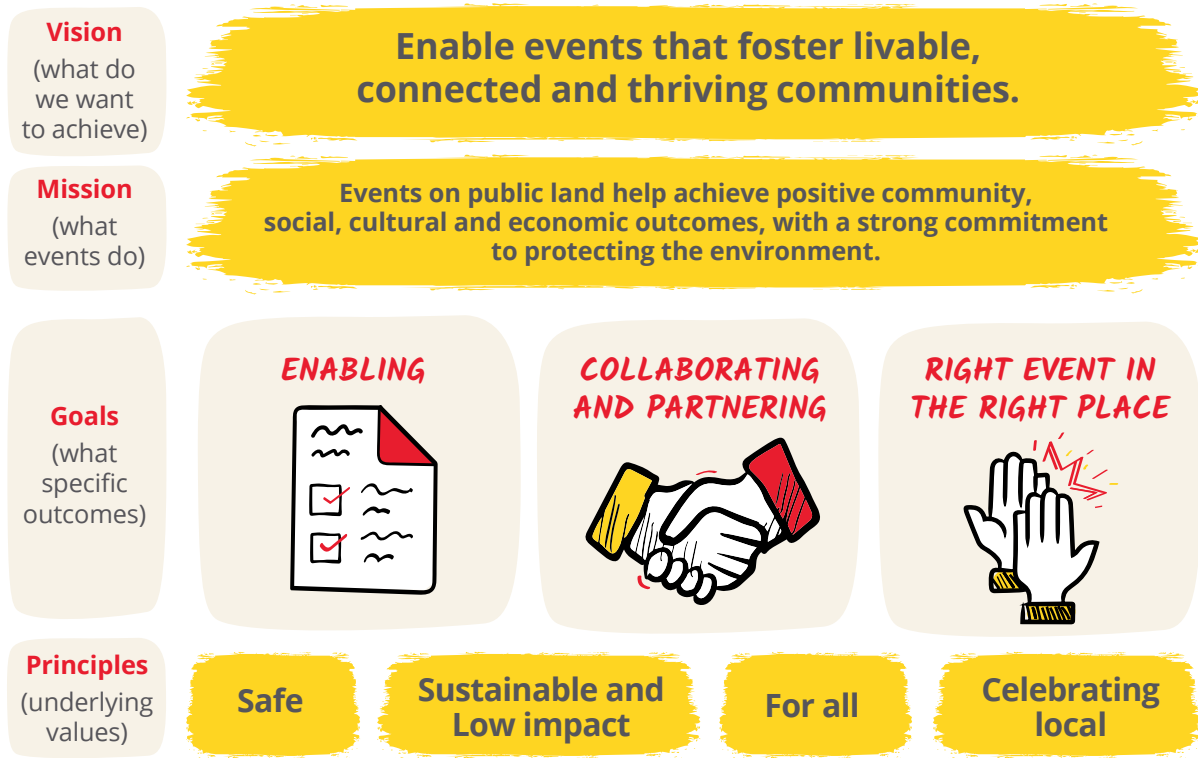


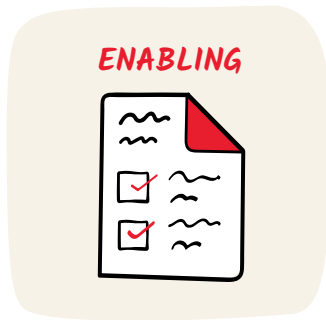
Figure 4: Vision, Mission, Goals and Principles for Events

The following sections give more detail about what achieving the goals will look like and the principles that should underpin events in the district. Recommended actions to move Council towards achieving these goals are shown in Appendix 2. These are to be progressed and updated over the next three years.

2.1 What achieving our goals means

Key goals have been identified to help achieve the vision of the Events Plan to Enable Events that Foster Liveable, Connected and Thriving Communities. These are enabling events, collaborating, and partnering, and right event in the right place. What it will look like when we have achieved success in those three areas is shown in Figure 5 below.

The goals are based on council's strategic direction, an analysis of strengths, weaknesses, opportunities and threats for events in the district identified in workshops and interviews with key staff.



ENABLING

What does this mean?

We make it easy to organise events in the district, by ensuring we have clear processes and communicate them clearly.

We support events by providing event organisers advice, tools and resources to successfully deliver events.



COLLABORATING AND PARTNERING

What does this mean?

We acknowledge the role of mana whenua as partners and the importance of the Te Tiriti o Waitangi.

We work with community event organisers, build their capacity and foster collaboration between community organisations to help realise positive outcomes for our communities.

We ensure local needs and preferences are met and events are delivered successfully by listening to what the community wants.

We share resources, to help deliver value for money and maximise benefits.



RIGHT EVENT IN THE RIGHT PLACE

What does this mean?

We support events that are well planned, with considered selection of venues, and aligned with Council's strategic direction to foster community well-being, support our local economy and protect our environment.

We invest strategically to provide fit-for purpose event infrastructure at key event locations, leveraging our partnerships with event providers.

Figure 5: Event Events Plan Goals and What they Mean in Detail



2.2 Principles for supporting events in the district

To achieve its vision, Council will support events that are safe, sustainable, for all, and celebrating local. These guiding principles are set out in more detail below:

Safe

- Ensure the events comply with relevant health and safety legislation by planning and implementing appropriate health and safety and risk management measures.
- Event organisers must plan for the health and safety of people attending the event, including people travelling to and from the venue, and their security at the event.

Sustainable

- A strong emphasis on kaitiakitanga – guardianship of the land. Events that protect and enhance our Districts natural environment and holding the right event in the right place.
- Sustainable practices are integrated into event planning to minimise environmental impact and promote responsible use of resources.
- Plan how to manage waste from the event, including using waste minimisation and zero waste practices such as using renewable and recyclable products where possible.
- Identify how to best minimise the effects of noise from the event on those living near the event.

For all

- Support the provision of a variety of events that meet the needs of various parts of the community e.g. sporting, arts and cultural, food and drink festivals, family fun days, heritage festivals, etc.
- Consider how people of differing abilities, disabilities, ages, ethnicities, or religions may access the event.
- Consider the cost of the event, relative to what the participants for the event can afford to pay.
- Consider different ways of communicating with the community about the event, such as using plain language or pictures for those who cannot read, or radio for those who cannot see posters.

Celebrating local

- Drive social pride, connections, celebrate culture and social identity.
- Provide opportunities for local businesses and organisations.
- Recognise and appreciate the artistic and cultural diversity within the district.
- Supporting the growth of local talent, as well as local businesses and organisations to benefit from events directly or indirectly.

2.3 How Council is involved in events?

The following provides a list of possible roles for Council in Events.

- **Provider/owner:** Council provides public spaces and venues that are used to host events and some supporting infrastructure for successful events. As owner of open space, council processes event applications.
- **Facilitator:** Council supports events by giving advice to event organisers to help them understand broader considerations and if needed, provides a regulatory service for events e.g. consents, traffic management/road closures, liquor licensing, health and safety advice, sustainability advice, community engagement etc.
- **Funder:** Council provides funding support to events organised by others via contestable funding schemes.
- **Leader:** Council champions and advocates for events and could proactively coordinates, plans and provides events as a focus for the district.

Currently Waikato District Council's role in events is largely that of landowner and **provider** of venues and **facilitator** of events by providing advice to event organisers and providing regulatory services.

Council provides indirect financial support for a variety of events e.g., funding of traffic management for events such as ANZAC Parades. Council also provides occasional community grants to run activities.

Councils focus is on continuing to support the delivery of community events, by providing appropriate spaces, some with supporting infrastructure. Council wants to make it easy for organisers to run events and build internal and external capacity to do so.



Figure 6: Waikato District Council and Animal control at Pookeno Park Pup date in 2022. Photo courtesy of Wort & Flea.

SECTION 3

Guidance for Event Categories



Guidance for Event Categories

Events have been grouped into five categories largely based on their size and potential audiences.

The five categories are:

Small events

Medium events

Large events

Major events

Civic events

For each event category included are the likely levels of impact, from low to medium to high. Table 3 in Appendix 3 Events Toolkit and Guidance provides guidance on what determines the different levels of impact an event can have.

3.1 Small events

Small events generally:

- Have a low level of impact.
- With few people attending.
- Are organised by individuals or local community groups.
- Tend to not be commercial.
- Often occur over a single day.
- Require no, or little, low impact infrastructure apart from existing park infrastructure e.g., picnic tables, toilets.
- Have little or no impact on other uses or users of public land.
- Have limited or low-level amplified sound/noise levels.
- Have less than 100 participants.

Examples of small events are intimate weddings, family celebrations, private parties, corporate gatherings, small sporting competitions or art events, dog shows, holiday programmes.

Council's **primary goal** for small events is to enable the use of public land for small private gatherings, without impacting regular users and uses. Partnering with local organisations on these events will ensure local needs and preferences are met.

Key drivers for small events are largely to support positive social outcomes. **Desired outcomes** and anticipated benefits for small events are to:

- Foster community engagement.
- Support local events and local people.
- Help build a shared sense of community, identity and belonging.

Council's **role** in small events is usually limited to event provider and to a lesser degree facilitator.

3.2 Medium events

Medium events generally:

- Are generally low to medium impact but may also have a high impact.
- Generally have between 101 and 500 participants.
- Are organised by community organisations.
- Have a level of impact on other uses and users of public land. This may include diverting traffic, closures of minor roads, using park open space for parking or making areas of open space unavailable for others.
- May include commercial elements.
- May involve the sale of alcohol.
- Require infrastructure, such as marquees, food and beverage stalls, power access and/or small generators.
- Have low to medium level amplified sound/noise levels.

Examples for medium events in the district are; Christmas or Carol Singers in the park events, sports events, such as fun runs, road cycling events, triathlon events, community festivals such as Community Arts in the Park, Music in the Gardens, Matariki celebrations, dog shows and calf club events, and surfing and fishing competitions.

The **primary goal** for council in supporting medium events are to foster community engagement, promote local opportunities and activities for various interests, and enhance social connections. Partnering with local organisations on these events will ensure local needs and preferences are met.

Key drivers for medium events are social, cultural, and economic. **Desired outcomes** and potential benefits for medium events are to:

- Help build a shared sense of community, identity and belonging.
- Enhance community engagement.
- Increase cultural exchange and exposure.
- Increased local pride and identity.
- Build capability and capacity within communities to deliver events.
- Stimulate the local economy.

Council's **role** in medium events is largely limited to event provider and facilitator.

3.3 Large events

Large events generally:

- Generally have a high impact.
- Have up to 2,000 attendees.
- Are organised by community or commercially.
- Can have a significant impact on other uses and users of public land this may include diverting traffic, road closures, partial or full closure of open space to other users.
- May serve alcohol.
- Require significant infrastructure, include marquees, carnival side shows, food and beverage providers, additional toilet facilities.
- Are likely to have amplified sound/noise levels impacting surrounding area.

Examples for large events are sporting events such as Huntly Half Marathon, on road cycle races that attract visitors from across the region, as well as neighbouring regions, large A&P shows and large New Years and Christmas Parades.

Council's **primary goal** for large events is to continue to support large events, which showcase the region and what it has to offer, and to deliver economic outcomes for local businesses and organisations.

For all events, but especially large and major events, relevant legislative requirements need to be complied with, public land and the natural environment protected, and potential negative impacts on local communities, including neighbours, minimised.

Key drivers for large events are often cultural and economic. Desired outcomes and potential benefits for large events are:

- Helps to deliver on region-wide strategies such as for sport and recreation, and arts and culture.
- Build regional identity and connect regionally dispersed communities and special interest groups.

- Attract visitors from the region and neighbouring areas, possibly nationally.
- Raise the profile of the Waikato District by highlighting what it has to offer.
- Build capability and capacity within communities to deliver events.
- Support regional and local economic development.
- Make life in the district more vibrant.

Council's **role** in large events is largely that of event provider and facilitator. As most large events are commercial, Council would generally not provide funding.

3.4 Major events

Major events generally:

- Generally have a high impact on the location.
- Tend to have several thousand, or tens of thousands, of participants.
- Can span multiple days.
- Are organised by commercial providers or for financial gain.
- Have a high level of impact on other uses and users of public land.
- May sell alcohol.
- Charge an entry fee.
- Require significant infrastructure, require infrastructure include marquees, carnival side shows, food and beverage providers, additional toilet facilities, often needing resource consents.
- May have high level amplified sound / high noise levels across surrounding area.
- May use pyrotechnics, laser lighting.

Only a few major events currently take place in the Waikato District. **Examples** of major events include festivals such as SoundSplash and Cherry Blossom Festival, and Rally New Zealand/World Rally Championship.

Council's **primary goal** for major events is to promote the district and all it has to offer and obtaining measurable benefits for the local economy.

For all events, but especially large and major events, relevant legislative requirements need to be complied with, public land and the natural environment protected, and potential negative impacts on local communities, including neighbours minimised.

Key drivers for major events are largely economic. With the key benefits/desired outcomes of these events being to:

- provide measurable economic benefits, such as an increase in visitor nights.
- raise the profile Waikato District to a nation-wide or even international audience.
- attract visitors from across New Zealand, possibly internationally.

Council's role in major events is largely limited to event provider and facilitator. Major events are operated for commercial gain and are largely funded through ticket sales.

SECTION 4

Appendices

Appendix 1: Definitions for Event Types

Table 1: Definitions for Event Types

Commercial events

These are events that are organised for members of the public and occur purely as a commercial venture. The following criteria are used as the guideline, but are not restricted to:

- Large, ticketed events e.g. music concert.
- Funfairs and circuses.
- Commercial sporting event, where prizes and/or money is used to engage participation, this includes events where Council land is used for part of the event (i.e. parking).
- Corporate events.
- Marketing and promotional events for profit making organisations.
- Filming for commercial outcomes.
- Product launches.
- Commercial markets.
- Attendance is subject to an entrance ticket or registration fee.

Council events

Generally developed and delivered by WDC.

- Regular – e.g. annually.
- Events unique to WDC and have wide recognition and involvement by the community.
- Events are branded/ easily recognisable as council organised events.
- Includes council organised official exercises e.g. Waikato Regional Council oil spill exercise.

Community events/ Non-commercial

These events are organised by community groups, charities, not for profit, volunteer groups, that directly benefit the residents and stakeholders of the Waikato District and/or a local community (by community for community).

These may include, but are not restricted to:

- Community markets.
- Parades.
- Festivals.
- Carnivals.
- Community sport event – between Waikato District teams and no prizes and/or monies are exchanged.
- These events are generally free for the public to attend.

Private events

These events are organised on behalf of a person or persons, who wishes to have a form of celebration event on a park or reserve.

These events are for invitees only and not open to the public.

The following criteria are used:

- Wedding.
- Family Celebration.
- Reunions.
- Non-commercial corporate/business event e.g. business family picnics.

Civic events

For example, ANZAC Parades.

Other events

There may be other types of events that do not necessarily fall into the above categories, including religious, political, or other ceremonies. A collaborative approach will be taken to determine what guidelines are required.

Appendix 2:

Actions for Implementation

Table 2: Key Actions for Events at Waikato District Council

Strategic Goal: Enabling

What actions can we take to achieve this?

1. Create a list of sites suitable for events, including type and scale.
2. Provide a single, coordinated point of Council contact for all event applications on public land.
3. Review the internal processes for processing of event applications and streamline and improve those where possible (see suggested process overview in Appendix 3).
4. Create a more differentiated, risk-based event application process, with varying levels of detail required to be provided by applicants based on level of impact of events.
5. Provide quality and impartial event development guidance to all event organisers such as 'how to' information/ toolkit.

Strategic Goal: Collaborating and partnering

What actions can we take to achieve this?

1. Work with mana whenua as Treaty partners and form strong lasting relationships.
2. Strengthen our relationship with mana whenua, key stakeholders, and community in the Waikato District through clear and regular communication about expectations and by seeking feedback and improvement.
3. Understand the preferences and expectations of event attendees and local communities to ensure the chosen venue resonates with their needs and interests. This can be achieved by regular check ins with our communities and regular event organisers and surveys as part of other relevant consultations.
4. We build the capacity of our key local event organisers, helping them to deliver well managed, budgeted, safe, accessible, and sustainable local events that are responsive to the community needs and celebrate local. This may include toolkits, training, user surveys and networking opportunities for

help foster collaboration between organisers and local businesses.

5. We encourage event organisers to collaborate and share learnings by creating and defining partnerships to co-create, by fostering open communication, and sharing different expertise.
6. Consider ways to provide, where Council has capacity and desire, and enable community run events in a fair and equitable way, to ensure potential benefits are shared across the region.
7. Partner with other councils in the Waikato region to share resource.
8. Work with strategic partners such as Tourism Waikato to grow the events sector in our district to maximise potential benefits for the local economy and to gain new event organisers, resources, and information.

Strategic Goal: Right event in the right place

What actions can we take to achieve this?

1. Evaluate potential event venues based on their suitability for the event type, size, and purpose. Consider factors such as layout, facilities, accessibility, and atmosphere (see list of current event locations on open space in Event Toolkit in Appendix 3 Events Toolkit and Guidance). This could include establishing the carrying capacity of venues for events of varied sizes and levels of impact.
2. Partner with external organisations and event organisers to develop the required event infrastructure (e.g., water, power, lighting, amenities, waste, and recycling, including toilets and parking) at key locations.
3. Consider the local context, culture, and community to ensure the event aligns well with its surroundings on a case-by-case basis.
4. Consider feedback from communities when making decisions on the suitability of a venue for an event.

Appendix 2b:

Measures of Impact

This will be implemented through the application process.
Customers will complete this table on application.

	Minor	Medium	Major
Traffic			
What is the level of impact of additional traffic on the event venue and surrounding areas?			
What is the impact of additional parking on the event venue and surrounding areas?			
Has a traffic management plan been approved/applied for and to what level does this impact the surrounding area?			
Environment			
How do you rate the noise impact of on surrounding dwellings?			
How would you rate the waste impact on the event venue?			
Safety			
Are amusement devices and/or inflatables being used at the event? If yes, please mark major.			
Involves more than 250 attendees? If yes, please mark major.			
Involves the use of vehicles such as tractors, quads etc.)? If yes, please mark major.			
Involves fire, other naked flames, fireworks or other special effects? If yes, please mark major.			
Economic			
Do businesses that are involved in this event generate a profit? If yes, to what degree?			
Social and Cultural			
Amount of people participating (minor = less than 100, medium = <500, major 500+)			
Is your event addressing diverse age, gender & ethnicity groups? If yes, please mark medium or major.			

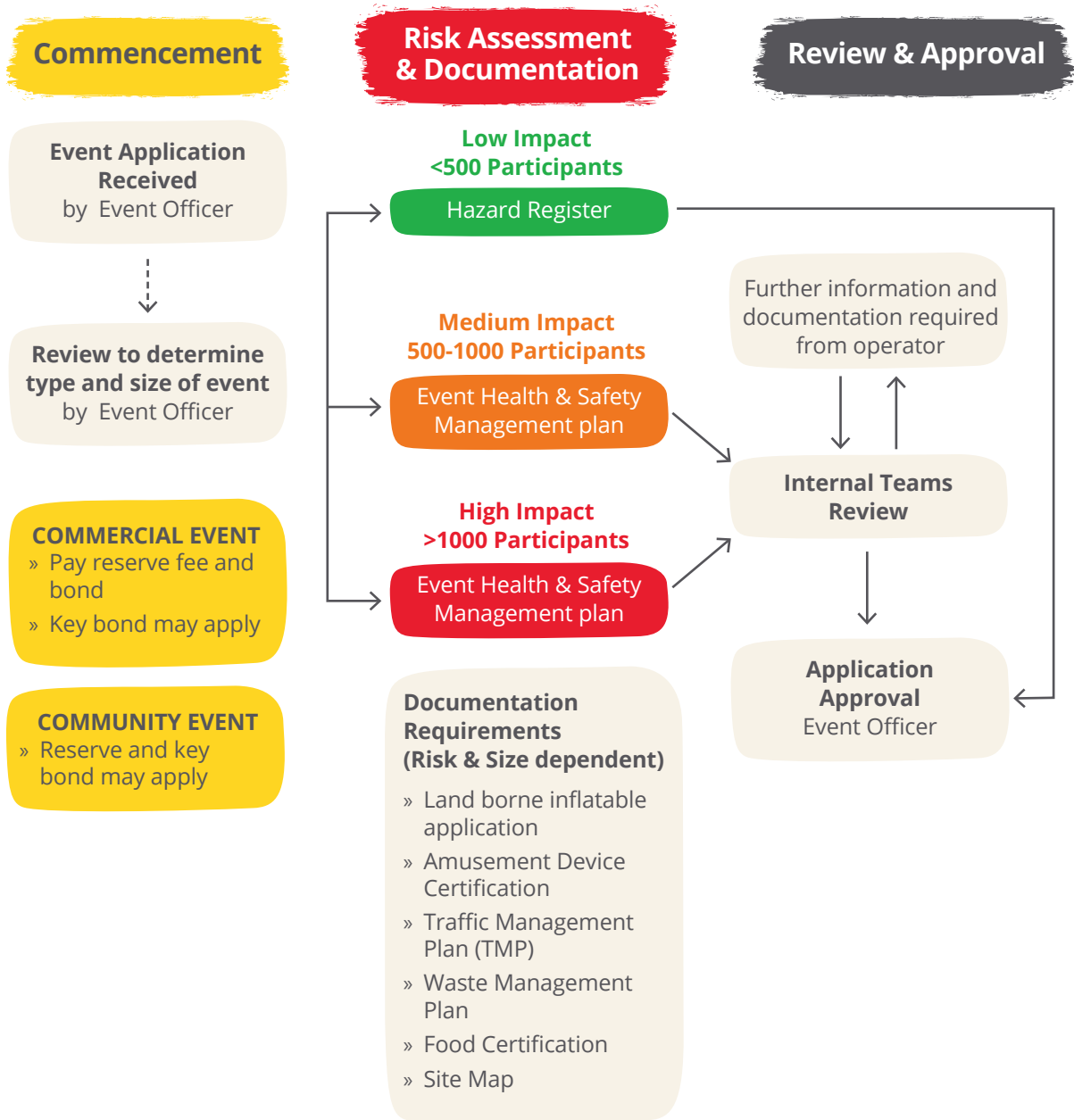
Appendix 3: Events Toolkit and Guidance

Event application process guide

The below is an overview of the event application process that could be published on the WDC website to give potential applicants an overview of the process.

Figure 7: Simplified Event Application Process Guide

Community Events Application Process



Fees and Charges

The fees and charges can be set under section 150 and section 12 of the Local Government Act (LGA) 2002. The current fees and charges at WDC have been set for the first three years of the 2021-24 Long Term Plan. The current document can be found here (fees and charges for events are on page 10 and 11).

Fees at WDC include bonds for reserve use, provision of keys and hire fees, for commercial events and increase with increasing number of participants and levels of impact of an event. In the current LTP, levels of impact are determined by number of people at the event, low impact with less than 500 people, medium, between 500-1000 and high impact with more than 1000). Not-for-profit organisations and non-commercial/community events may qualify for a waiver of fees (less than 500 people).

Guidance to determine the level of impact of events and time required to process applications

Table 3 below gives a description of what is considered a high, medium, and low impact event. This considers impact on the land, assets, community access, noise levels, and the activities variation from reserves primary purpose.

It gives a guide on time needed to process event applications, as well as the information that needs to be provided. This information is provided to help achieve the best outcomes for enabling events in Waikato.

Table 3: Guidance to help determine the level of impact of an event

Event Description/ Criteria	Information Requirements	Guidance for Application Timeframe
Low impact event		
Events with: <ul style="list-style-type: none"> » Less than 500 participants. » No road closures. » No amplified sound. » No registered food vendors or trading vendors. » Minimal infrastructure (e.g. ezi-ups, portable toilets, small stage). Examples include community days, fundraising events, park-based fun runs/walks or private events such as weddings.	Low impact event application form with basic site/ set up plan Basic risk assessment Additional information may be required based on infrastructure used and anticipated noise levels (see Table 4 below for additional information required).	Minimum four weeks.
Medium impact event		
Events with one or more of the following: <ul style="list-style-type: none"> » Between 500 and 1000 participants. » May have a partial road closure. » Food vendors. » Sale of liquor at event. » Moderate infrastructure and/or an infrastructure build requiring building consent, e.g. marquees etc. Examples include triathlons, large-scale sporting events, music events with stages.	Event application form with: <ul style="list-style-type: none"> » Site and set up plan. » Risk assessment. » Health and Safety plan. » Waste Management plan. Additional information may be required based on infrastructure used and anticipated noise levels (see Table 4 below for additional information required).	Minimum three to six months depending on event requirements.

Event Description/ Criteria	Information Requirements	Guidance for Application Timeframe
High impact event		
<p>Events with one or more of the following:</p> <ul style="list-style-type: none"> » More than 1,000 people expected to attend. » Road closures and high impact to traffic expected. » Multiple food vendors. » Liquor licensed areas. » Major infrastructure implementation. » Multiple event sites and/or days. » Resource consent required depending on zoning and temporary event rules. <p>Examples include major sporting events such as rallies, or music festivals.</p>	<p>Event application form with:</p> <ul style="list-style-type: none"> » Detailed site and set up plan. » Detailed Risk assessment. » Health and Safety plan. » Waste Management Plan » Public liability insurance. » Food vendor registration. » Traffic management plan. » Building consent. » Resource consent. » Alcohol/Special licence. <p>Additional information may be required based on infrastructure used and anticipated noise levels (see Table 4 below for additional information required).</p> <p>It is the responsibility of event organisers to ensure those potentially negatively impacted by a large or major high impact event are consulted with as part of the event application process.</p> <p>Once an event is approved the event organiser is responsible for informing affected residents and businesses.</p>	<p>Minimum 8 months</p> <p>(Minimum 12 months for major events with more than 2,000 participants)</p>
Recurring bookings		
<p>Recurring bookings are not events as such, but do need approval, prior to the start of the season/series.</p> <p>Applications are processed through the same channel as events applications i.e. the Events Officer but use a different application form.</p> <p>Examples of this are bookings for sports fields for training, games, and tournaments.</p>	<p>Sports field booking form</p> <p>Line marking requirements for sports fields, keys required, lighting needed.</p>	<p>Before the start of season</p> <p>For special events/ tournaments, etc sufficient lead in time 6 weeks is required for line marking to be undertaken. All requests need to be directed to the Events Officer.</p>

Waikato District Council reserves the right to decline an application if insufficient notice or information is provided.

Additional regulatory requirements for events

Table 4 provides guidance that can be used by council staff and applicants to help identify what other permits or consents might be required in addition to the event permit.

Table 4: Additional Requirements for Activities Associated with Events

Will your event...	The following will need to be provided (in addition to event application forms)
...sell or serve alcohol?	<ul style="list-style-type: none"> » completed Special Alcohol Licence application form, » liaison with police.
...have an inflatable device such as a bouncy castle or blow-up slide?	<ul style="list-style-type: none"> » need to meet conditions set by WorkSafe, » operators must ensure all activities comply with the Health and Safety at Work Act 2015.
...provide amusement devices and rides, etc.?	<ul style="list-style-type: none"> » completed application to operate amusement devices, » a copy of the current NZ WorkSafe certificate of registration for the amusement device.
...serve food?	<p>Commercial food vendors:</p> <ul style="list-style-type: none"> » a copy of each commercial supplier's registration certificate (Food Act 2014). <p>Food sold for fundraising purposes and by cultural or community groups (one-offs and up to 20 times per year):</p> <ul style="list-style-type: none"> » exempt from requirements to provide registration certification, » must still be safe and suitable.
...have marquees larger than 100m ² ?	<ul style="list-style-type: none"> » Apply for building consent for temporary structure.
...have temporary structures 1.5m above ground such as stages and/or structures over 2.5m tall such as signage, artworks, or platforms?	<ul style="list-style-type: none"> » Apply for building consent.
...have amplified sound, music machinery or excessive noise?	<p>May require a resource consent, depending on noise levels.</p>
...have fireworks or special effects?	<ul style="list-style-type: none"> » outdoor pyrotechnic display compliance certificate is required, » outside use of lasers will require Civil Aviation Authority approval, » fireworks on water bodies will require harbourmaster (Waikato Regional Council) approval.
...require a road to be closed or impact parking or normal use of a road?	<ul style="list-style-type: none"> » Requires approval of Traffic Management Plan (TMP) in line with Waka Kotahi/NZTA Code of practice for temporary traffic management (CoPTTM), » event organiser to inform local residents and businesses, » review and approval of TMP by Council.
...hold activities on the water?	<ul style="list-style-type: none"> » approvals will be needed from Waikato Regional Council and/or the harbourmaster.
...be a large or major event with high impact?	<ul style="list-style-type: none"> » additional information may be required such as public liability insurance. Please discuss requirements with the Events Officer.
... have drones or UAV?	<ul style="list-style-type: none"> » Rules which were introduced by the Civil Aviation Authority (CAA), require people to obtain approval from the owner or occupier of the land which you want to fly over. Further information and application form can be found here.

Open space used for events in 2022/23

Table 5 below shows the list of reserves with the highest number of bookings through WDC and the type and event size the sites are suitable for (based on bookings in 2023).

Table 5: Open Spaces Popular for Use for Events

Reserve Name	# of Events	Event Size	Event type
South			
Tamahere Reserve	8	Small to Large	Community events, sports bookings, starting point for on road events
Manu Bay	5	Small to large	Community event, surfing and fishing competitions, sports bookings
Wainui Bush Park	5	Small to major	Weddings, community, and commercial events
Ngarunui Beach	2	small	Commercial and private events
Papahua Domain	2	small	Fireworks, school holiday programmes
Ruapuke Beach	2	small	Weddings
Te Kopua Beach	2	Small to moderate	Weddings
Wainamu Beach	1	Small	Wedding
Whale Bay	1	small	Wedding
Te Akau	1	Moderate	Start of road event
Raglan Wharf	1	small	Community event
Matangi Recreation Reserve	1		Sports booking
North			
Te Kauwhata Domain	9	Small to major	Community events, commercial events, sports bookings
Dr. John Lightbody Reserve	7	Small to large	Community events, commercial events, sports bookings
Cobourne Reserve	2	Small	Community event and wedding
Village Green Skatepark – Te Kauwhata	2	Small to moderate	Community event
Meremere Sportfield	1	Small	Sports booking
Tuakau Domain/ Recreation Reserve	1	Small	Sports booking
Pokeno Dog Park	1	Small	Community event

Reserve Name	# of Events	Event Size	Event type
Central			
Huntly Domain	9	Small to large	Community events and sports bookings
The Point - Ngaruawahia	7	Small to moderate	Private bookings, community, and commercial events
Lake Puketirini	5	Small to large	Community and water-based events
Lake Hakanoa – including Green Cathedral	4	Small to moderate	Weddings, sports, and community events
Lake Kainui Reserve	3	Small	Community events
Patterson Park	2	Moderate	Sports bookings and starting point for on road events
Te Kowhai Reserve	2	Small to moderate	Sports bookings
Willow Brook Park - Te Kowhai	1	Large	Community event
Centennial Park – Ngaruawahia	4	Small	Sports bookings
Orini Reserve	4	Small	Sports bookings
Taupiri Domain	2	Small	Sports bookings

