# TEMPORARY EVENTS MANAGEMENT PLAN FORM

The Event Manager shall provide to the Resource Consents Manager a Management Plan to demonstrate compliance with the District Plan controlled activity standards for Temporary Events. The Management Plan shall be provided to the Resource Consents Manager six weeks prior to the event.

**PLANNERS USE ONLY:**

| | |
|---|---|
| Does the event comply with the permitted activity rules and standards? | ☐ Yes ☐ No |
| Is the event for 6 hours or less in duration? | ☐ Yes ☐ No |
| Is the event during the hours of 7am and 10pm? | ☐ Yes ☐ No |
| Will the event occur no more than once in any three month period? | ☐ Yes ☐ No |

PLANNER: Does the event comply with the permitted and controlled activity standards for Temporary Events (excluding the controlled activity standard for noise) and is a PERMITTED ACTIVITY?

Planners name:_____ Signed:_____

## APPLICANT DETAILS:

Organisation: _____

Organiser Name: _____

Postal Address: _____

Street Address: _____

Phone Number: (Business) _____ (Mobile) _____

Fax: _____ Email: _____

Contact Person on the day: _____

Phone Number: (Business) _____ (Mobile) _____

## IMPORTANT:

This form **is not** a permit or resource consent. It is for the Council's information and monitoring purposes only.

Please refer to the Kāpiti Coast District Plan for the complete standards for temporary events.

## EVENT DETAILS:

Event Name: _____

Location: (Written permission of Land owner to be supplied) _____

Do you need a road closure? (Applications for road closures must be received by the Council **60 days prior** to the event.) Yes ☐ No ☐

Purpose of activity: _____

Date of event: _____ Rain Date: _____

Number of people attending: (Please attach any advertising material and/or details supporting this information) _____

Provide a Site plan: Please include: area to be used, location of all temporary structures, toilets, amusement devices, food outlets, location of special effects, car parking, rubbish bins, first aid stations, location of marshals and contact person. ☐

Programme of activities attached? Please include the times of different activities ☐

## EVENT PLANNING:

Set up prior to event: Date: _____ Time: _____

Set up on the day: Time: _____

Start time of activities: _____ Finish time of activities: _____

Pack down on the day: (Includes cleaning up and dismantling of equipment) Time: _____

Pack down after the event: Date: _____ Time: _____

**Clean Up:** Please provide details of your arrangements and/or contractors names for:

Site Restoration: _____

Rubbish removal: _____

Waste water disposal: (if applicable) _____

**Toilets:** Are the existing toilet facilities adequate? Yes ☐ No ☐ N/A ☐

How many temporary toilet facilities will be provided? (plot their location on site map)

Are you having **Food Stalls**? Yes ☐ No ☐ If **Yes** please complete stall details sheet overleaf.

| STALL DETAILS: | | | |
|---|---|---|---|
| Name of Operator: | Type of food to be sold: | Origin of Food: (Registered Premises? If operator is registered outside of the KCDC District please supply a current registration certificate) | Charitable Organisation? (Y / N) |
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If you have any changes to this list of stall operators during the course of your operation please let us know.
An initial inspection of your event site may need to be made by an Environmental Health Officer. **Please contact the Kāpiti Coast District Council to arrange this before your event commences.**

**Sound Equipment:** Will amplified sound equipment or loud mechanical equipment be used? (this includes hand held sound equipment and motorbikes) Yes ☐ No ☐

If the answer is **Yes**, please provide a noise management plan that identifies:

1. The type of noise sources and their location? (plot on site map)
2. How you will comply with the noise standards? (see **NOTE ONE** over leaf for details)
3. Will there be any homes affected by the noise?
4. How you are going to inform the affected homes at least 10 working days prior to event?
5. How will you respond to complaints on the day of the event?

Will there be any **Special Effects / Lighting:** (stunts, fireworks, floodlights) Yes ☐ No ☐

If the answer is **Yes**:

1. On the site plan please plot the position of floodlights, bonfires etc.
2. Provide detail of the type of special effects.
3. Provide on the programme of activities timing of these effects.

If you are having a fire works display, have you contacted:

1. A test certifier under the Hazardous Substances New Organisms Act 1991 – see **NOTE TWO** overleaf. ☐
2. The Fire service ☐

Will you be erecting **Signage**? You may erect **4** signs: Two signs on local roads and two signs adjoining State Highway One – see **NOTE THREE** overleaf Yes ☐ No ☐

If the answer is **Yes**, please provide:

1. A map showing the location of the signs.
2. Details of the size of the sign and what they will say.

Will you be erecting **Equipment and Structures**? (marquees, stages) Yes ☐ No ☐

If the answer is **Yes**, please:

1. Provide a list of these structures and plot them on your site map. ☐
2. Provide details of their size. ☐
3. Contact Building Control to see if a Building Consent is required. ☐

**Water:** Please detail your arrangements for: (and plot location on site map)

Personal Hygiene: _____

Fire Fighting purposes: _____

**Traffic & Parking:** Please provide a plan showing:

1. Main parking area(s). ☐
2. Special / Disabled parking. ☐
3. Location and number of traffic marshals. ☐
4. Site accesses and traffic flow diagram. ☐
5. Traffic controlling measures (signage). ☐
6. The names and timing of any road closures approved by Council ☐

## NOTE ONE:

**DISTRICT PLAN STANDARDS**

**Noise Event**

The maximum length of time for any noise event in a 24-hour period is seven hours. Noise emission levels, when measured at or within the notional boundary as defined in Part Q of this Plan, of a site other than the site from which the noise is emitted, shall not exceed the following:

| | | |
|---|---|---|
| Between 10 am and 10 pm | 75 dBA (L10) | 85dBA (Lmax) |
| Between 10 pm and 10 am | 50 dBA (L10) | 75dBA (Lmax) |

Provided that, on ONE of the Temporary Event periods, the above limit applying to daytime noise is permitted to be extended to 11pm.

**Outside the hours of the actual Noise Event**

Noise emission levels, when measured at or within the notional boundary, as defined in Part Q of this Plan, other than the site from which the noise is emitted, shall not exceed the following:

| | | |
|---|---|---|
| Between 10 am and 11 pm | 55 dBA (L10) | |
| Between 11 pm and 10 am | 45 dBA (L10) | 75dBA (Lmax) |

Noise levels shall be measured in accordance with NZS 6801:1991 "Measurement of Sound."
All noise resulting from construction, maintenance or demolition work shall be measured and assessed in accordance with NZS6803: 1999 Acoustics – Construction Noise.
Note: NZS6802:1991 "Assessment of Environmental Sound" will not apply to noise generated by Temporary Events

## NOTE TWO:

A List of Test Certifiers under the Hazardous Substances New Organisms Act 1991 can be found at: http://www.ermanz.govt.nz/search-databases/Pages/testcertifiers-search.aspx

## NOTE THREE:

**DISTRICT PLAN STANDARDS**

**Signs on local roads shall comply with the following:**

- Limited to 2 signs where they adjoin local roads. The location and placement of signs shall be in accordance with Council's policy ;
- Shall be no more than 2m² in size;
- Erected no more than 14 days before the date of the event and must be removed within 24 hours of the completion of the event;
- The wording on the two signs shall be limited to the name of the event, the date of the event and the location.
- Signs shall not adversely affect the visibility of accesses, intersections or official traffic signs or signals; and
- Signs shall not be illuminated or flashing. Blimps will not be permitted.

**Signs on State Highway One shall comply with the following:**

- Limited to 2 signs where they adjoin State Highway One. The location and placement of the signs shall be established by Transit New Zealand. No signs will be permitted on the State Highway;
- Shall be no more than 2m² in size;
- Erected no more than 7 days before the event and must be removed within 24 hours of the completion of the event;
- The wording on the two signs shall be limited to the name of the event, the date of the event and the location.
- Signs shall not adversely affect the visibility of accesses, intersections or official traffic signs or signals;
- Signs shall not be illuminated or flashing. Blimps will not be permitted;
- Must not have more than six words and/or symbols and no more than 40 characters
- The sign shall have a minimum lettering height of 120mm where the speed limit is lower than 70km/h or 160mm where the speed limit is 70km/h or greater; and
- Must not use colour combinations for the background and legend that are similar to any of those used for traffic signs as defined in the Traffic Regulations.

Have you organised Security? (Crowd Control, Security of property and vehicles) Yes ☐ No ☐

Public Liability Insurance: Provide details of your insurance (copy attached) ☐

Company: _____

Amount: _____ Expiry Date: _____

Comments: (including any relevant exclusions) _____

## Risk & Emergency Provisions:

Have you discussed your event with:

1. Police ☐
2. Fire Service ☐
3. Council Civil Defence / Principle Rural Fire Officer ☐

Have you made First Aid arrangements? Yes ☐ No ☐

Who will be providing these? _____

## REGULATORY LICENCES:

Have you contacted the appropriate agencies?

| | | | |
|---|---|---|---|
| Department of Labour Certificate | Occupational Safety and Health | Yes ☐ | N/A ☐ |
| Hazardous Substances (Explosives & Fireworks) Certification | The Environmental Risk Management Authority can provide names of Test Certifiers | Yes ☐ | N/A ☐ |
| Evacuation Scheme | Fire service | Yes ☐ | N/A ☐ |

## COUNCIL LICENCES:

For any of the following licences and approvals please contact the Kapiti Coast District Council: 175 Rimu Road Paraparaumu 04 904 5700

| | | | |
|---|---|---|---|
| Building Consent | For any temporary structures. | Yes ☐ | N/A ☐ |
| Liquor Licence | For the sale of alcohol. | Yes ☐ | N/A ☐ |
| Food/Health Licence | When food will be sold. | Yes ☐ | N/A ☐ |
| Amusement Device Licence | For the operation of any mechanised fairground equipment. | Yes ☐ | N/A ☐ |
| Road Closure Approval | For any street activities that require road closure. | Yes ☐ | N/A ☐ |
| Fire Permit | For any bonfires, bbq, hangi | Yes ☐ | N/A ☐ |

**Privacy Act 1993:**

The information collected is to assist in the effective facilitation of your event. It may be distributed to Kāpiti Coast District Council departments, external agencies and the emergency services, for this purpose.

**Upon completion of this notification form, please sign below.**

Name: _____ Contact ph: _____

Signature: _____ Date: _____

Please send your completed Temporary Event Management Plan Form:

The Duty Planner – Resource Consents Department
Kāpiti Coast District Council
Private Bag 60601, Paraparaumu 5254
Fax 04 296 4830
Phone: 04 296 4700
Email: Kapiti.council@kapiticoast.govt.nz