

***Whangarei District Council***

***Events on Council  
owned land Policy***

***Policy  
#0071***

***June 2022***

<b>Policy title</b>			
Audience (Primary)	External	Business Owner (Dept)	Venues & Events Whangarei
Policy Author	Community Events Coordinator	Review Date	June 2024

## **Table of contents**

Table of contents .....	2
Purpose .....	3
Definitions .....	3
Scope .....	3
Strategic alignment .....	3
Eligibility .....	3
Terms and Conditions .....	4
Special Conditions .....	5
Application, assessment and approval process .....	5
Application .....	5
Assessment .....	5
Approval .....	5
Adopted .....	5
Policy Review .....	5

Policy title			
Audience (Primary)	External	Business Owner (Dept)	Venues & Events Whangarei
Policy Author	Community Events Coordinator	Review Date	June 2024

## Purpose

The overall objective of the policy is to provide the community with clear direction on how to apply to hold an event on Council owned Land.

This policy supersedes the Town Basin Control of Activities Policy which did not include all Council owned land.

## Definitions

Events	An event or activity for a set duration i.e., 1-2 days or recurring i.e. Saturday park run. The event can be open to the public, private or commercial.
Council owned Land	Council owned land that is open to the public for daily use.
One-off markets	Markets that are held for a set duration i.e. 1-2 days maximum.

## Scope

This policy covers all events and one-off markets conducted on Council owned land.

The following activities are out of scope:

- Markets held on Council owned land that are held all year-round or seasonal.
- Events or markets held on commercially owned and privately-owned land.
- Events held in Council venues i.e. Forum North and the Stadium.

*Note: for further information on permissions for year-round / seasonal markets and holding an event at a Council venue please contact the Venues & Events team 09 430 4200 or go to the Whangarei District Council website.*

## Strategic alignment

This policy aligns with the Whangārei Events Strategy 2019 – 2024, which aims to amplify the value of local, based on the following principles:

- Experiences – Making events into proudly local experience
- Manaaki – Extending local hospitality, respect and support to all
- Outlook – Growing sector calibration and leveraging opportunity
- Know-How – Building local capability, talent and pride

## Eligibility

Any group, individual or organisation is eligible to apply to hold an event or one-off market on Council owned land.

The following activities will generally not be eligible to be events held on Council owned land:

- Events where the primary purpose is to promote religious or political objectives.

Policy title			
Audience (Primary)	External	Business Owner (Dept)	Venues & Events Whangarei
Policy Author	Community Events Coordinator	Review Date	June 2024

- Events that involve denigrating, excluding or offending parts of the community including any events involving unlawful discrimination under the Human Rights Act 1993 or any other relevant laws.
- Events that pose a significant risk to the safety of the public.
- Events that involve the display of gang insignia.

## Terms and Conditions

The following terms conditions shall apply to any permits issued for use of events and one-off markets on Council owned land.

1. Events may only occur on the date, time and location approved in a permit issued by Council and in accordance with any terms and conditions of that permit.
2. The permit must be held by the Organiser at the location of the event and made available for viewing by any person who requests it during the event.
3. The Organiser shall ensure that during the event nothing impedes or is likely to impede the passage of emergency services, endanger the public, or contravene Health & Safety legislation.
4. The Organiser shall ensure that the area occupied by the event is left clean and tidy, all waste is removed from the area, and that no damage is caused to Council property. Any costs to Council for repair resulting from damage to the location due to the event will be charged to the Organisers.
5. The Organiser must be aware of and comply with all applicable Acts, Regulations and Council Bylaws and Plans that affect the event. This responsibility extends to obtaining any other consents or approvals required by law.
6. The event must comply with the noise limits, under Council's Operative District Plan, for the location the event is held in.
7. The event must be Smoke free and Vape free and comply with Council's Smoke free Policy. It is recommended that the Smoke free Vape free status be included in all event advertising and promotion.
8. All signage must comply with the Control of Advertising Signs Bylaw 2014 and the requirements of Council's Operative District Plan.
9. Nothing shall be permanently affixed to any structure at the event location however temporary signs and flags may be attached in a way so as not to cause damage to any part of the structure. Such temporary signs and flags must be removed immediately after the event and any damage repaired. Any costs to Council for repair will be charged to the Organiser.
10. All events must have a Health and Safety plan approved by Council which identifies significant hazards.
11. The Organiser agrees to pay all reasonable charges for electricity and water used for the event.
12. The Organiser will comply with any reasonable direction from Council relating to the security of the event and the area occupied by the event or the safety and security of any person at the event.
13. The Organiser indemnifies Council against all claims, costs (including legal costs) and liabilities of any kind incurred as a result of the event, including but not limited to any claims arising out of the Organiser breaching the requirements of an event permit and any third-party claims arising out of damage to property incurred as a result of the event.

<b>Policy title</b>			
Audience (Primary)	External	Business Owner (Dept)	Venues & Events Whangarei
Policy Author	Community Events Coordinator	Review Date	June 2024

### **Special Conditions**

1. Permits will be subject to a Health and Safety plan being submitted to and approved by Council and confirmation of the approval of traffic management plans, road closure approvals, and any other approvals or plans (where required). Without these approvals, the Council reserves the right to withdraw the permit.

## **Application, assessment, and approval process**

### **Application**

Applications forms can be sourced by:

- Emailing [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz)
- Whangarei District Council website
- Calling customer services (09) 430 4200

Applications must be delivered or emailed to:

Community Events Coordinator  
 Whangarei District Council  
 Private Bag 9023  
 Te Mai  
 Whangarei 0143  
 Email: [mailroom@wdc.govt.nz](mailto:mailroom@wdc.govt.nz)

### **Assessment**

Each application will be assessed by the Community Events Coordinator and may be sent to internal stakeholders for consideration (e.g. Roading, Parks, Health & Bylaws). Feedback and approvals are noted and dated.

Each application is evaluated and responded to within 4 weeks from receipt of a completed form and required documentation.

### **Approval**

Upon approval a permit will be issued to the applicant.

Please note: the applicant must not advertise the event publicly before a permit is issued.

## **Adopted**

### **Policy Review**

This Policy was reviewed in 2021 and this revised Policy was updated as follows:

**Date of meeting:** 15-04-2021

**By:** Community Development Committee

*Note – this policy was amended to update incorrect address details in June 2023, with no change to policy.*