

Tamaki Drive Precinct Event Guidelines

Ōrākei Local Board





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1 Introduction

The purpose of these Guidelines is to:

- assist applicants seeking event approval within the Tamaki Drive Precinct
- assist Auckland Council staff, including ATEED and Auckland Transport, to process and manage event applications
- inform stakeholders and other interested parties of the event approval process.

The Ōrākei Local Board has the governance responsibility for approving events within its area. These guidelines apply only to those public spaces over which the Ōrākei Local Board has decision-making authority. They exclude roads and footpaths which are currently under the authority of Auckland Transport. The Board has delegated the processing and approval of event applications to the Auckland Council's Chief Executive, who, in turn, has delegated the same to the Auckland Council's events team. For completeness, the guidelines also give guidance on applications which use roads for events.

In developing these guidelines, the following Auckland Council documents were taken into account: the Auckland Plan, the 2017 Ōrākei Local Board Plan; the Auckland Unitary Plan; the Tamaki Drive Masterplan; reserve management plans for St Heliers Bay Reserve: Vellenoweth Green, Madills Farm Reserve, Dingle Dell Reserve, Glover Park, Auckland's Major Events Strategy (ATEED), the Major Event Protocol (ATEED), Auckland Council's Events Policy.

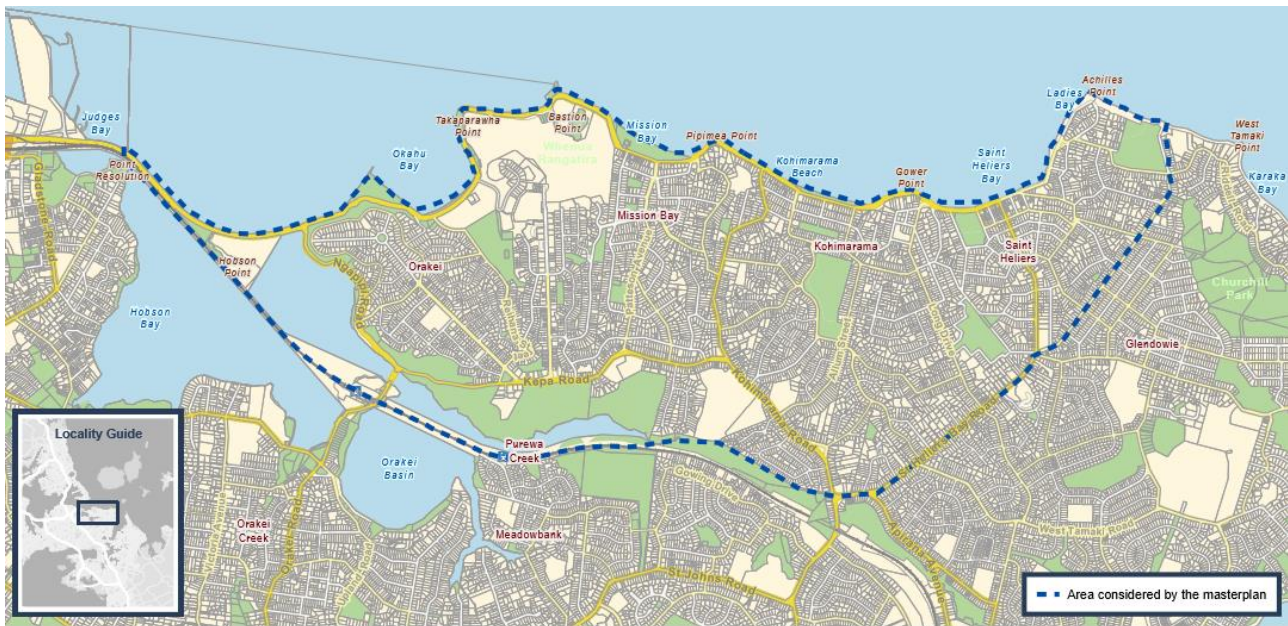
The Ōrākei Local Board has needed to balance the concerns of residents and businesses about increasing numbers of events, while also encouraging reasonable event activity to occur. While events can be enjoyable occasions, they can also present the possibility of negative impacts to communities and businesses. These guidelines are intended to establish the necessary checks and balances to identify and reduce those potential negative impacts. The impacts and costs to communities can include:

- **Congestion:** traffic and increased demand on infrastructure and services
- **Displacement:** of normal recreational activity, and parking into nearby residential streets
- **Disruption:** road closures, traffic and access restrictions, rerouting into alternative routes and the impact on the local community road network
- **Environmental:** including noise and visual effects
- **Economic:** possible decrease in patronage for certain businesses along Tamaki Drive.

Affected parties and stakeholders have been consulted during the drafting of this document.

These guidelines, which have been approved by the Ōrākei Local Board, may be reviewed and amended from time to time by the board. In addition, the Ōrākei Local Board can choose at any time for specific events not to be subject to the requirements of these guidelines.

2 Tamaki Drive Precinct scope



* Map of the Tamaki Drive Precinct in the Ōrākei Local Board area

Tamaki Drive, as a prime location with the spectacular Hauraki Gulf as a backdrop, attracts a large number of event applications and is highly sought after by event organisers. The flat landscape makes the road corridor highly desirable as an event space. The waterfront drive is also prized by residents not only as an important traffic route, but also as access to the many recreational and commercial opportunities in the eastern bays area.

Event activity along Tamaki Drive is at its highest during November/December and February/March annually. The following sites should be considered as part of the scope for the “Tamaki Drive Precinct” for the purposes of this document, as they are also in high demand for events:

- Dingle Dell Reserve
- Glover Park
- Hapimana Reserve
- Kohimarama Beach
- Madills Farm Reserve
- Mission Bay Beach
- Ōrākei Domain
- St Heliers Bay Beach
- St Heliers Bay Reserve
- Vellenoweth Green
- Selwyn Reserve
- The Landing
- Watene Reserve.

It must be noted that the Okahu Bay Beach (down to mean high water) and Reserve and the Whenua Rangitira (Bastion Point), the reserve opposite Okahu Bay Beach, and Pourewa Creek Recreation Reserve (Kepa Road) are owned by Ngāti Whātua Ōrākei and are administered by the Ngāti Whātua Ōrākei Reserves Board. This beach and these reserves are not subject to these guidelines.

3 Event permit requirements

To assist with understanding the event permitting processes undertaken before the issuing of an event permit, refer to Appendix 1. The appendix demonstrates the essential steps the event facilitation teams undertake to meet regulatory requirements.

In addition, the table in Appendix 3 sets out various regulatory requirements an event organiser may be required to provide to progress an application to hold an event; not all the components may be necessary.

3.1 Trading and Events in Public Places Bylaw (2015)

The Trading and Events in Public Places Bylaw was introduced on 1 July, 2015. The bylaw manages activities, including events, in public places fairly and consistently across the Auckland region. Event permits are issued by Auckland Council and ATEED under the bylaw. Events that trigger an event permit but operate without one may be in breach of the bylaw. Such action could jeopardise future permit applications or result in bylaw fines imposed.

4 Roles and Responsibilities

Ōrākei Local Board’s role and responsibility through the event permitting process are as follows:

<p>Ōrākei Local Board</p>	<p><u>All Events:</u></p> <p>The Ōrākei Local Board will be requested to provide feedback (requested through a Notification to Local Boards document) on any event that meets the following threshold via the Local Board Events, Landowner Approvals and Leases Work Programme Lead and Chair:</p> <ul style="list-style-type: none"> • complete or substantial closure of the public space • more than 500 people • road closure • liquor • ticketed events • events that are sensitive or high risk • any event on Vellenoweth Green. <p>It is expected that this feedback will be representative of the local communities that the Ōrākei Local Board represents.</p>	<p>Consultation</p>
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	<p><u>Events on Local or Sports Parks:</u></p> <p>As the landowner, the Ōrākei Local Board (via the Board’s Events, Landowner Approvals and Leases Work Programme Lead) is required to provide feedback on any event taking place on local or sports parks. The decision to provide land owner approval is then implemented operationally through the Auckland Council Community Facilities unit as per the agreed delegations.</p>	<p>Consultation</p>
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Details of the roles and responsibilities of stakeholders throughout the event facilitation process can be found in Appendix 2.

5 St Heliers Bay Reserve: Vellenoweth Green

This reserve is of significant cultural and historical value, and is highly visible to the local community. Its location and typography means sound has the potential to carry further. While its size and seaside location makes the reserve a desirable event space, disruption particularly noise and traffic restrictions caused by events on residents must be considered.

Consideration has been given to restricting the number of events held onsite at Vellenoweth Green. However, event applications received will be processed and the decision will rest with the Ōrākei Local Board and by delegation to the Council’s Events Manager as per the event facilitation process.

Use of the St Heliers Bay Reserve is strictly controlled by the provisions of the Reserves Act 1977, the Auckland City Council (St Heliers Bay Reserve) Act 1995, and the St Heliers Bay Reserve: The Vellenoweth Green Management Plan 1996. For convenience, an extract from the Management Plan is set out in Appendix 4.

It is recommended that event organisers wishing to use Vellenoweth Green be conversant with the event provisions of the Auckland City Council (St Heliers Bay Reserve) Act 1995, and the St Heliers Bay Reserve: The Vellenoweth Green Management Plan 1996. For a full copy please contact the Council via the call centre on 09 301 0101.

6 Local Consultation

If there are road closures, parking restrictions, noise or any other potential impact to residents and/or businesses caused by an event, the event organiser must advise residents and businesses well in advance of the event as per the event facilitation process.

The following groups will receive documentation directly from the event facilitator for the purpose of consultation or notification only. It is expected that the Ōrākei Local Board will consider these views when providing its feedback to the event facilitator.

Local Stakeholders include:

- ▼ Eastern Suburbs AFC
- ▼ Explorer Bus
- ▼ Fergs Kayaks
- ▼ Five Knots/ Tamaki Yacht Club
- ▼ Grammar TEC Rugby Club
- ▼ Kelly Tarltons
- ▼ Kohimarama Bowling Club
- ▼ Kohimarama Tennis Club
- ▼ Kohimarama Yacht Club
- ▼ Lilliput
- ▼ Okahu Waterfront Venue
- ▼ Ōrākei Marina
- ▼ Ōrākei Community Association
- ▼ Outboard Boating Club of Auckland
- ▼ Mission Bay Business Association
- ▼ Ngāti Whātua Ōrākei
- ▼ Kohimarama and Mission Bay Residents Association
- ▼ Mission Bay Tennis Club
- ▼ Mission Bay Watersports
- ▼ Akarana Marine Sports Trust (the Landing)
- ▼ St Heliers Bowling Club
- ▼ St Heliers Village Association
- ▼ St Heliers/Glendowie Residents Association
- ▼ St Heliers Tennis Club

7 Local suppliers and traders

In some cases, events may impact access to businesses within the Tamaki Drive Precinct, especially in and around Mission Bay and St Heliers Bay centres. It is the responsibility of the event organiser to (where possible) make contact with the local business associations to offer local business the first right of refusal to supply, food and beverages to the event. It is noted that this may not always be possible due to the nature of the event. It is expected that event organisers will attempt to complement what is available through local suppliers, rather than compete with.

Any communications distributed to participants and spectators or used to advise local residents must contain information to state that these business areas are “open for business” during the event’s occupancy. Where possible, event organisers are encouraged to work with local business associations to develop joint initiatives to encourage visitation to the areas impacted outside of the event. Examples could include: discount vouchers for participants to use outside of event day or shop and win promotions.

8 Tamaki Drive Precinct road closures

For the purposes of this document, a road closure is considered to be a closure of one or both lanes of Tamaki Drive to motorists required by a qualified traffic management professional. This is by way of an approved traffic management plan which results in traffic having to detour around any part of Tamaki Drive for any distance. The road closure may result in the full closure of the complete length of Tamaki Drive, or any section of it.

The Local Government Act 2002 allows a road to be closed 31 times per year for an event. In doing so the approving authority must consider the impact of the closure on the wider road network.

The Ōrākei Local Board's policy is that Tamaki Drive will not be fully closed for two consecutive weekends, but the board may consider extenuating circumstances. Small partial closures may be permitted, but not at the same location. Event organisers need to consider mitigation measures for affected local residents and businesses. Event organisers should consider what benefits can be offered to local residents and businesses to offset any inconvenience caused by their event.

Given the demand and pressures caused by full closures, any new applications (ie. did not happen in the previous events season) are required to be supported by the Ōrākei Local Board for the application to be progressed by the facilitation team.

8.1 Traffic management signage

Events which involve a road closure or a no parking/no stopping resolution approved by Auckland Transport must have the required legal signage installed as a legal minimum, according to the New Zealand Transport Agency's signage specifications (see Appendix 5 for an example).

For events occurring within the Tamaki Drive Precinct, the Ōrākei Local Board requests that the traffic management plan includes additional advisory signage attached to each legal no parking/no stopping sign, so that both signs are visible and the legal sign is not obscured. The additional advisory signage must include the following:

- start date and time
- finish date and time
- name of the event (see Appendix 6 for an example).

These signs are to be included along the road closure and affected area.

9 Events involving planned noise

The Auckland Unitary Plan has been developed under the provisions of the Resource Management Act 1991. The Plan has provisions to limit any negative impact of large scale activities on an area and imposes restrictions on the number of noise events in any one area. The Plan does not limit the smaller events that comply with council's general noise rules.

A noise event is defined as an event that exceeds the general noise controls for a site either in noise level or duration. Noise will be considered as part of the feasibility assessment in the initial stages of the Event Facilitation Process.

10 Signage

To assist local businesses and to mitigate negative impacts on them when a Traffic Management Plan (TMP) is implemented in association with an event, event organisers need to erect reasonable signage advising the public that a commercial shopping area is "open for business". The intention of

the signage is to assist customers to find their way to the business areas with relative ease despite the disruption.

An event advisory signage/diversion overlay programme will be developed in consultation with Auckland Transport and provided to event organisers. The signage/diversion route is to be installed as part of the Traffic Management Plan advisory signage that is erected as part of the event. The installation and removal of the signage and costs associated is the responsibility of the event organiser.

Signage must be unambiguous and all temporary parking signs must be reasonably placed and visible. They are to contain the date and times of the restriction to avoid confusion to motorists and unintended disruption to businesses.

Appendix 1 – Event facilitation process

Events are facilitated across the Auckland region through a consistently applied process. The key stages of the process are highlighted below, with the inclusion of Ōrākei specific additions identified through the use of **bold italics**.

**It is to be noted that some stages and timeframes for ATEED events may differ from the process below.*

STAGE	DETAILS
Event Application	<p>Event organiser will contact the Events Team at Auckland Council by phone or email or by submitting an application online.</p> <ul style="list-style-type: none"> - Minimum 8 Weeks for events requiring traffic management - Minimum 4 Weeks for all other events <p><i>*the more notice the better for all events*</i></p> <p>If the event is sponsored by ATEED, the event organiser will work with the ATEED facilitator assigned to their event.</p>
Tentative Booking	<p>If the space is available, the Event Facilitator (EF) will then tentatively book the event for the date. All bookings remain tentative until the actual event permit is issued. This is because guarantees cannot be made that the event will gain approval.</p>
Feasibility Assessment	<p>If the event is new or considered to have a significant impact on either the asset, road network, residents or businesses, a feasibility assessment will be undertaken. Feedback will be sought from key stakeholders and <i>the Ōrākei Local Board Events, Landowner Approvals and Leases Work Programme Lead</i> regarding the suitability of the event and the venue.</p>
Event Information Required	<p>The EF reviews the application and will advise the event organiser of what additional information is required, if any. This information will form the submissions to key stakeholders. A full list of documents that may be required can be found at appendix 3.</p>
Initial Event Proposal	<p>The information requested will be compiled into an Initial Event Proposal (IEP) document.</p>
<i>Notification to Ōrākei Local Board</i>	<p><i>The Ōrākei Local Board is to provide feedback on the proposed event following receipt of the Notification to Local Board document or as part of the ATEED feasibility process. The feedback that is provided is expected to reflect the views of the local community.</i></p>
<i>Notification to Local Stakeholders</i>	<p><i>Given the demands on the Tamaki Drive Precinct the Notification to Local Stakeholders document is a requirement in addition to council's regional facilitation process. This document is intended to inform the local stakeholders of proposed activities and offer the opportunity for feedback.</i></p>

Planning Meetings	A planning meeting may be required as identified by the EF. This involves operational stakeholders discussing the detail proposed by the IEP document. The outcome of this meeting may result in an updated IEP/Notification to Local Board Document to be circulated.
Stakeholder review	Key stakeholders will provide feedback on the proposed event operations included in the IEP. Key stakeholders provide feedback detailing how the event does or does not meet their specific requirements. From here, the event organiser has the opportunity to adjust the event to meet these requirements to obtain an event permit.
Event Advice	When the event is reviewed by all relevant stakeholders and operational requirements are met, the EF will then create an Event Advice (EA) document. This contains the confirmed operational details of the event. It details the specific activities that have been approved and that are included under the event permit. The operations outlined in the EA must be followed by the event organiser. This is distributed to all relevant stakeholders.
Event Permit	The EF will then issue an event permit. This will be sent to the event organiser along with the EA and invoice for the event permit. Events which receive funding from Auckland Council will be exempt from the event permit fee. The invoice is due immediately.

Appendix 2 – Facilitation stakeholders

The approvals and feedback noted below are procured through the IEP document managed by the relevant event facilitator (ATEED or Auckland Council). Stakeholders are required to review events and have the opportunity to include specific conditions subject to their review. Affected parties and stakeholders are able to provide feedback, which will be considered prior to an event permit being issued.

GROUP	RESPONSIBILITY																				
<p>Ngāti Whātua Ōrākei</p> <p><i>*Tamaki Drive Precinct specific</i></p>	<p><u>All Events:</u></p> <p>Ngāti Whātua Ōrākei is offered the opportunity to provide feedback on events that have potential to impact on the whenua that take place within the Tamaki Drive Precinct.</p> <p><u>Events on the Whenua (Okahu Bay Beach, Reserve)</u></p> <p>As the landowner, Ngāti Whātua Ōrākei is required to approve all events taking place on the Whenua.</p>																				
<p>Local Business and Residents Associations</p> <p><i>*Tamaki Drive Precinct specific</i></p>	<p>Provide feedback on events that may impact their operations.</p> <p>It is expected that this feedback will be taken into consideration by the Ōrākei Local Board when they are providing feedback to the event team.</p> <ul style="list-style-type: none"> ▼ Kohimarama and Mission Bay Residents Association ▼ Ōrākei Community Association ▼ Mission Bay Business Association ▼ St Heliers Village Association ▼ St Heliers/Glendowie Residents Association. 																				
<p>Local User Groups</p> <p><i>*Tamaki Drive Precinct specific</i></p>	<p>Notification or consultation where necessary on events that may affect their areas of interest or business:</p> <table border="0"> <tr> <td>▼ Eastern Suburbs AFC</td> <td>▼ Okahu Waterfront Venue</td> </tr> <tr> <td>▼ Explorer Bus</td> <td>▼ Ōrākei Marina</td> </tr> <tr> <td>▼ Fergs Kayaks</td> <td>▼ Outbound Boating Club of Auckland</td> </tr> <tr> <td>▼ Five Knots/ Tamaki Yacht Club</td> <td>▼ Mission Bay Tennis Club</td> </tr> <tr> <td>▼ Grammar TEC Rugby Club</td> <td>▼ Mission Bay Watersports</td> </tr> <tr> <td>▼ Kelly Tarltons</td> <td>▼ Akarana Marine Sports Trust (the Landing)</td> </tr> <tr> <td>▼ Kohimarama Bowling Club</td> <td>▼ St Heliers Bowling Club</td> </tr> <tr> <td>▼ Kohimarama Tennis Club</td> <td>▼ St Heliers Tennis Club</td> </tr> <tr> <td>▼ Kohimarama Yacht Club</td> <td></td> </tr> <tr> <td>▼ Lilliput</td> <td></td> </tr> </table>	▼ Eastern Suburbs AFC	▼ Okahu Waterfront Venue	▼ Explorer Bus	▼ Ōrākei Marina	▼ Fergs Kayaks	▼ Outbound Boating Club of Auckland	▼ Five Knots/ Tamaki Yacht Club	▼ Mission Bay Tennis Club	▼ Grammar TEC Rugby Club	▼ Mission Bay Watersports	▼ Kelly Tarltons	▼ Akarana Marine Sports Trust (the Landing)	▼ Kohimarama Bowling Club	▼ St Heliers Bowling Club	▼ Kohimarama Tennis Club	▼ St Heliers Tennis Club	▼ Kohimarama Yacht Club		▼ Lilliput	
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Auckland Council Event Facilitation	Responsible for permitting and facilitation of events in public open space owned by Auckland Council and Auckland Transport.
ATEED Major Event Facilitation	Responsible for permitting and facilitation of a selection of major events included on their portfolio in public open space owned by Auckland Council and Auckland Transport.
Auckland Transport Streetscapes, Special Events and Public Transport	Required to review all events on the road network including footpaths and all events that may impact on the public transport network.
Auckland Council Community Facilities	Required to review all events in an operational capacity on a local or sports park asset as agreed with the Local Board Events, Landowner Approvals and Leases Work Programme Lead. This also includes arborists and associated waste and security contractors.
Auckland Council Environmental Health (Noise)	Required to review all events with amplified or significant sound elements.
Auckland Transport Harbour Master	Required to review all events with an on-water element.
Auckland Council Heritage	Required to review all events taking place on or around an area that has been identified as being historically significant by the unit.
Auckland Council Resource Consents	Required to review all events required to hold resource consent.
Auckland Council Waste Solutions	Required to review all events anticipated to generate waste.
Auckland Council Animal Management	Required to review all events involving animals in event operations.
Auckland Council Bylaws	Required to review all events with licensing & compliance component and major commercial events.
Auckland Council Alcohol Licencing	Required to review any event requiring a liquor licence or with an alcohol component.
Auckland Council Building Consents	Required to review any event with structures that require a building consent.

Auckland Council Health & Safety	Required to review all events medium – large scale events.
Auckland Council Street Trading	Required to be notified of all events involving sale or collection elements.
Auckland Council Spatial Imaging	Required to be notified of all events with a road closure.
Coast Guard	Required to be notified of all events with an on-water element.
Civil Aviation Authority	Required to be notified of all events with elements at height including fireworks.
Civil Defence	Required to be notified of any large scale or continuous event.
NZ Police	Required to review events with significant operational considerations i.e. liquor licence, security or traffic management components.
Fire and Ambulance	Required to review events with significant operational considerations ie. liquor licence, security or traffic management components.

Appendix 3 – Facilitation components

Below are the various facilitation components an event organiser may be required to supply to progress an application to hold an event (current as at 1 October 2018)

<p>Health and Safety</p>	<p>Required When: All events are required to have a Health and Safety Plan in place.</p> <p>EFs are able to review the Health and Safety documentation for the following two event categories. This document is not required to be sent by the EFs to the Health and Safety advisor for review.</p> <ol style="list-style-type: none"> 1. Weddings, picnics and barbeques – organisers or applicants for such private events are required to sign the Health and Safety declaration and return the documentation to the EF. 2. Low impact Events – Events where there is no major regulatory function in the facilitation process (ie. where the predominant reason for booking is to secure the venue). Applicants must read, complete the section on site specific risks, and sign the declaration and return to the EF. <p>Events – Are required to have a full Health and Safety Plan. The EFs have access to both Health and Safety Guidelines and a template documentation to assist event organisers in the development of their plans. Once received the EFs pass the documentation to the Health and Safety Advisor for review.</p>
<p>Iwi Consultation</p>	<p>Required When: An event is taking place on or impacting a site of cultural significant to local iwi.</p> <p>In some cases, an event may need to be approved by local iwi. More details can be found here: Engaging with iwi</p>
<p>Building Consent</p>	<p>Required When: A building consent for temporary structures is required when:</p> <ul style="list-style-type: none"> • a marquee is over 100m square • structures are over 2.5m in height ie. artworks/backdrops • stages are 1.5m or more in height. <p><i>NB. Event organisers should allow at least 25 working days before the event date to submit the application; this means there is time to source additional information if required.</i></p> <p>Applications do have a fee attached and may require an engineer’s report. Please find the relevant forms by using the following link: Temporary building consents</p>

Resource Consent	<p><u>Required When:</u> An event breaches noise, lighting and/or duration restrictions.</p> <p>Applications are to be submitted to the Resource Consents team who will process the supplied application accordingly.</p>
Street Trading	<p><u>Required When:</u> An event has any sale or collection elements.</p> <p>The event permit supersedes the need for traders at events to obtain an individual street trading licence. This only applies to traders who are sanctioned by the event organiser.</p>
Site Maps	<p><u>Required When:</u> An event includes any infrastructure or to identify a specific location at a venue. Most events will require a site map/s and the quality/detail of the site map will depend on the size/impact of the event.</p> <p>A site map needs to incorporate all elements included in the event and are considered a base for approval. This information needs to be included in all documentation sent out to stakeholders for review.</p>
Alcohol	<p>SPECIAL LICENCE</p> <p><u>Required When:</u> An event organiser wants to sell or supply alcohol at an event.</p> <p>Applications for a special licence need at least 20 working days to process and have an attached processing fee. Details and the application forms can be found here: Special licences</p> <p>As part of the special licence, the organiser will need to provide landowner’s consent to support the application. EFs will need to draft a letter and send through to the landowner delegate eg. Asset Manager in Community Facilities or Auckland Transport for sign off.</p> <p>If alcohol is a component in an event, then the alcohol licensing team becomes review stakeholder. Alcohol at an event can have significant operational impact with regard to security and anti-social behaviour, fencing and signage requirements.</p> <p>LIQUOR BAN</p> <p><u>Required When:</u> An event organiser wishes to have a liquor ban in place where one does not already exist.</p> <p>This requires a report to secure this, which means speaking as early as possible to the relevant policy analyst from Auckland Council’s regional and local planning teams to discuss the process. There are requirements for public notices for the application of the ban and additional signage on site.</p>

	<p><u>LIQUOR BAN DISPENSATION</u></p> <p>Required when: A liquor ban is in place, and an event organiser wants to have an event with a liquor component.</p> <p>The same process is required for a special licence. It should be noted that it is unlikely that key stakeholders will support the implementation of a dispensation. However, a special licence may be issued, which temporarily and specifically supersedes the liquor ban but does not allow for BYO.</p>
Waste Management	<p>Required When: There is a possibility that waste will be generated at an event. All events require a waste management plan and the extent of this will depend upon the size and impact of the event.</p> <p>The Solid Waste bylaw includes measures to manage waste at events. Event organisers are required to have a waste management plan and should be moving towards zero waste initiatives at their events. More details can be found here: Solid waste bylaw</p> <p>Weddings, Picnics and BBQs event organisers are required to remove all waste offsite but do not require a detailed waste management plan.</p> <p>Some smaller events involve minimum waste, and can be managed by volunteers and/or the event organiser after the event. The event organisers needs to note this in the application form e.g. 2x volunteers to sweep the park post event with black sacks to remove all waste (waste to be taken to a rubbish refuse centre).</p> <p>Bigger and high volume waste events may require a full waste management plan supplied by a professional waste management company. This can include the provision of the following:</p> <ul style="list-style-type: none"> • Portaloo • Recycling bins • Waste Bins • Organic Bins • Skips • Onsite waste management staff • Street sweeping truck. <p>For events that require a full waste management plan, organisers will be required to complete the waste management and minimisation template. This will be sent through to Waste Solutions for review as part of the facilitation process.</p>
Fireworks	<p>Under Auckland Unitary Plan (AUP) – Regional and District Rules, Chapter H – Auckland Wide Rules: 4) Natural Resources; 4.1 Air Quality – 1. Activity Table – Outdoor Burning -- the commercial use of fireworks requires resource consent. This includes all events with commercial fireworks. Commercial operators are able to apply for a single consent to cover all</p>

	<p>firework displays, providing the display is under a certain size (450kgs by net explosives).</p> <p>A spreadsheet is available with details of commercial pyrotechnic companies that have received resource consent.</p> <p>There is also now a regionwide ban on fireworks in public parks, reserves and beaches, under the <u>Public Nuisance and Safety Bylaw</u> (26 May 2014). This means fireworks are banned from public places unless written approval has been received by way of an event permit.</p> <p>For events that include fireworks, the following are required:</p> <ul style="list-style-type: none"> • Details of display – site plan, size and type of fireworks • Test certificate to be supplied by the pyrotechnic company • Landowner consent is required from the landowner • Notification to the Civil Aviation Authority if there is potential for flight paths to be affected.
Trespass Authority	<p><u>Required When:</u> The police may request that a Trespass Authority is organised. A Trespass Authority gives the Police the authority to remove people from a public open space during a certain period ie. during an event without arresting them. This is often a requirement for an event where no liquor ban is in place.</p> <p>The EF constructs a letter on behalf of the CEO. Once the letter has been signed off by the delegated authority within Community Facilities, it is then forwarded to the Police for implementation.</p>
Security	<p><u>Required When:</u> Depending on the size and nature of the activity, professional security guards may be used for crowd control, traffic control and general security.</p> <p>In this case, a comprehensive security plan must be submitted with the application. This is sent through to the Police for review as appropriate.</p>
Food Health Licence	<p><u>Required When:</u> An event organiser has any one selling food onsite (not including sausage sizzles, cake stalls and pre-bottled drinks).</p>
Consultation with business and residents	<p><u>Required When:</u> There is a road closure, or parking restrictions or any part of the event will have an impact on businesses and residents.</p> <p>This is typically implemented by way of one or two letter drops prior to the event date. The letter needs to be formatted as a proposal, where we are seeking feedback from businesses and residents. If the event is major it may also be worthwhile to hold a public meeting.</p> <p>If the event affects businesses, it is wise to work in conjunction with the local business association as they often have full and comprehensive databases.</p>

	<p>In some cases a community consultation meeting is required. This is to gain feedback from the local residents and businesses prior to an event being approved.</p>
<p>Transport and Traffic Management</p>	<p>Required When: An event is expected to have a significant impact on traffic from any element of the event.</p> <p>An event organiser may be required to provide a TMP to manage the increase in vehicles, a change in parking, alter live traffic patterns or to allow an event to extend from using the footpath to include the shoulder or lane of a road.</p> <p>This will be required to be supplied by a traffic management company which will deliver a proforma document (the TMP in text) along with maps of the proposed plan.</p> <p>Auckland Transport Special Events approve all TMPs. Any new events proposing road closures should be discussed with Auckland Transport as part of the feasibility process, prior to the organiser submitting a TMP for approval.</p>
<p>Road Closures and road closure reports</p>	<p>Required When: The event is closing a road.</p> <p>When an event is closing a road, a TMP will need to be supplied by the organiser for approval for the closure.</p> <p>A road closure report will need to be completed for any event with a road closure by the event facilitator. This document is to gain approval from Auckland Transport for the dates to publish the public notices (see below – public notices).</p>
<p>Parking Restrictions / Parking resolution</p>	<p>Required When: Event organisers require changes to the existing parking conditions for the event.</p> <p>As part of the TMP, event organisers can request parking restrictions to be in place for the event. In order to implement these restrictions a parking resolution needs to be made. A parking resolution gives Auckland Transport the authority to tow vehicles that are parked within the restricted area. This is commonly required for full road closures, but often not required for rolling closures.</p> <p>A resolution can also be required for events taking place on the shoulder of a road (for example a running event). Auckland Transport's Special Events team creates and manages the approval of the resolution. Details of the parking restrictions must be included in the TMP to be able to complete this. The Auckland Transport committee that approves the resolutions meets fortnightly, so be wary of this timeframe when requesting the TMP.</p>
<p>Public Notices</p>	<p>Required When: A road is being closed – or other occasions when Auckland Transport deems it necessary.</p>

	<p>Public notices need to be placed in the local newspaper, or paper that most people will have access to depending on the location and size of the event. There are two separate notices that need to be placed:</p> <p>Proposed Road Closure – 15 days before the event</p> <p>Temporary Road Closure – 5 days before the event</p>
Public Transport	<p>Required When: Significant attendance numbers expected at an event or TMPs which impact any form of public transport in any way.</p> <p>The Public Transport Advisor is part of Auckland Transport’s Special Events team. They manage any changes required to existing bus stops or bus routes due to an event’s presence.</p> <p>For large events, event organisers should be encouraging public transport options to the event and these should be discussed with the public transport advisor. Other active transport options, such as walking or cycling to the event should be also be encouraged and Auckland Transport may be able to offer support via bike stands and maps for the event. This will also need to be discussed with Auckland Transport’s Special Events Team.</p>
Marshals	<p>Required When: An event requires marshals or volunteers to assist with certain tasks.</p> <p>Marshals are an important part of events, and are a basic requirement for the event being able to take place.</p> <p>However, there are some tasks marshals are not able to do, such as step on to a “live” road at any time, eg. to direct or stop traffic to let runners pass; provide professional security.</p> <p>Additionally, marshals must be treated as though they are working at the event. Although they volunteer for the most part, it is important they are treated as full event staff with regards to health and safety.</p>
Landowner Approval	<p>Required When: for every activity that requires an event permit.</p> <p>Acquiring landowner approval will take place as part of the stakeholder review process for the event. It will be obtained from the managing department, for example – Auckland Council’s Community Facilities or Auckland Transport’s Special Events team.</p> <p>Some asset managers have their own reporting obligations to the Ōrākei Local Board. Community Facilities for example may be required to gain the Board’s feedback through their event review process.</p>
Land Owner Consent Letter	<p>Required When: a confirmation of approval from the landowner is required to supplement a regulatory application to an external department ie. Special alcohol licence, resource consent, temporary building consent etc.</p>

	<p>The EF sends a letter to the landowner delegate (normally the Asset Manager in Community Facilities or Auckland Transport) to sign and return as part of the approval process for the event. This can then be sent to the event organiser to add to any additional applications. Some departments develop their own landowner consent letters. Many departments require the landowner consent letter as part of the application, so this should be requested as soon as possible to ensure the application can be processed in time for the event.</p>
Site specific conditions	<p>Required When: A stakeholder has specified a condition(s) for a specific location for a specific event.</p> <p>Conditions specified by stakeholders are included in event permit documentation.</p>
Signage	<p>Required When: An event has requested to put up signage pertaining to their event.</p> <p>Signage associated with an event needs to comply with the signage bylaw.</p>
Noise	<p>Required When: An event has noise/sound component.</p> <p>The Auckland Council Environmental Health team reviews the noise elements of the event. Compliance with noise levels is also required.</p>
Remotely Piloted Aircraft Systems (or Unmanned Aerial Vehicles – UAV; Drones)	<p>Required When: An event has requested to use a drone/aircraft system for their event.</p> <p>Legislation on drone use is still to be formally introduced however interim procedures are in place around the use of drones at events. This is only for drones under 25kgs. Drones over 25kgs are treated as pilotless aircraft and separate procedures exist for this – see CAA guidelines: https://www.caa.govt.nz/rpas/index.html</p> <p>Event Organisers will need to operate in accordance with the CAA requirements detailed in Part 101: https://www.caa.govt.nz/rules/Part_101_Brief.htm</p> <p>This includes:</p> <ul style="list-style-type: none"> • Operators to fly in a safe manner so their aircraft doesn't create a hazard to other aircraft, persons and property • The operator needs to be able to see the aircraft with their own eyes (not through binoculars, a monitor, or smartphone) • The aircraft can be flown only in daylight • Giving way to all crewed aircraft • Operators cannot fly the aircraft higher than 120 metres (400 feet) above ground level • Operators cannot fly closer than four kilometres from any aerodrome.

	<p>The following matters will need to be assessed for the use of a drone:</p> <ul style="list-style-type: none"> • Competing signals which may compromise control of the drone • Proximity to structures and loss of privacy to occupants • Public attendance in the area of use • Disturbance of any high level dusts and contaminants • Privacy of event attendees • Any matters that may be a hazard to person or structures. <p>The site/location will also need to be assessed including:</p> <ul style="list-style-type: none"> • Height of surrounding buildings • Flight paths over well used public areas • Proximity to CAA flight paths • Competing signals • Any other possible RF interference which may compromise control.
Public Liability	<p><u>Required When:</u> For all events (excluding barbeques, weddings and picnics).</p> <p>Public Liability insurance is a policy held by an event organiser to provide some protection for a third party bringing action against the organiser or if there is a risk of damage. Without this, the event organiser is personally liable. Most insurance providers can offer this, and it can often be taken out for just the day of the event.</p> <p>Community groups may be able to receive cover under the Auckland Council policy. EFs are able to offer this service to community groups and will need to send through the event details to the Auckland Council's insurance team to confirm.</p>
Parks Handover and Handback	<p><u>Required When:</u> The Asset Manager in Community Facilities may require this as an additional condition.</p> <p>The purpose of this is to ensure that the asset is returned to the Council in the condition that it was handed over. In some cases this may incur a fee.</p>
Bonds	<p><u>Required When:</u> The Asset Manager in Community Facilities may require this as an additional condition.</p> <p>The purpose of the bond has been to cover the event organiser for potential costs of any breach or non-performance of conditions and also the costs of repairing any damage and undertaking any clean-up work.</p>

Appendix 4 - St Heliers Bay Reserve: Vellenoweth Green Management Plan 1996

Extract of section 2.0 Events

2.0 Events

The Green is used for a wide range of events of varying public interest. This Management Plan therefore aims to establish an acceptable balance between event use of this valuable and strategically located open space and its availability for informal community use and enjoyment and its relation to the surrounding residential neighbourhood. Events within the city generally fall into three categories – major, medium, and minor events. Where a specific event lies in relation to these categories is determined by their impact. The level of impact of any event is assessed on criteria such as numbers of people involved, structures to be erected, level of inconvenience and/or benefit to the public. However, generally major events are those which attract more than 10,000 people. These include events such as “Round the Bays” and “Ironman”. Medium events involve the gathering of several hundred people. Generally medium events occur throughout the year. Minor events are the like of art exhibitions which generally attract a limited number of people. These events are assessed on a case by case basis following the criteria listed in Policy 2.2. All events temporarily alter the character of The Green and its use for informal recreation.

Acceptable noise levels for areas zoned Open Space 1-4 are set down in the Auckland City Proposed District Plan –Isthmus Section (1993), clauses 9.8.1:5. These levels are set to ensure that activities on a reserve do not generate noise above acceptable levels and that the amenities of residentially zone sites are not adversely affected. The Auckland City Proposed District Plan – Isthmus Section (1993) also recognises that recreational activities which occur periodically or infrequently and which produce higher noise levels than those specified may be tolerated when compared with activities that produce noise on a constant basis.

This management plan therefore ensures that a balance is retained by:

- 2.1 Ensuring that all organised activities and special events held on the Green are co-ordinated and approved by the Council in terms of those requirements referred to in Policy 2.2.
- 2.2 Ensuring that only approved public events are held on The Green having been assessed with regard to the following criteria:
 - Requirement for location
 - The impact on the reserve
 - The impact on the local residential area
 - The duration of the event
 - The likely noise generated by the event
 - The contribution which the event makes to the local area
 - The scale of the proposed event
 - The initiative and interest of the event
 - The extent of any associated road closures
 - Every event organiser shall submit a site plan including methods of sound control
- 2.3 Ensuring that all events are required to comply with conditions set by the Council including the requirements of external agencies.

- 2.4 Ensuring that all events are required to comply with conditions set by the Council including the requirements of external agencies.
- 2.5 Ensuring that appropriate notification of events is given to residents, businesses and community groups within the vicinity of The Green.
- 2.6 There shall be no more than ten major events a year. A major event constitutes an expected attendance of more than 10,000 people in any one day. Between any two major events there will be at least one free weekend.
- 2.7 Ensuring that all events are required to comply with any relevant Auckland City bylaws and legislation.

**Appendix 5 – Traffic management signage: Legal no parking/
no stopping signage**



Appendix 6 – Traffic management signage: Additional advisory example





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