

STANDARD CONDITIONS FOR THE USE OF AUCKLAND COUNCIL'S PUBLIC OPEN SPACES

1. Cancellation of an event permit

- 1.1. Auckland Council is entitled to cancel an event permit under certain circumstances. This may be due to unsuitable ground conditions or other events outside of our control. Auckland Council will in these circumstances work with the Event Organisers to minimise the impact of the cancellation.

2. Charges

- 2.1. The Event Organiser is responsible for any fees or service and supply charges associated with the event as advised by Auckland Council.
- 2.2. The event permit process fee is issued along with the event permit, should the applicant cancel the event after the event permit has been issued, the event permit process fee will not be refunded as the process was completed.
- 2.3. Should the applicant cancel the event permit application before a permit has been issued, then the event permit process fee will not be charged.

3. Contacts

- 3.1. The Event Organiser shall provide the name and mobile phone number of a contact person who has the relevant decision-making authority onsite on the day of the event.
- 3.2. This information will be provided to the Auckland Council service centres, relevant council officers and any other departments or organisations that Auckland Council deems appropriate.

4. Electricity

- 4.1. The Event Organiser shall, where electricity is being used for an activity, utilise the services of a registered electrician to undertake this work.
- 4.2. All electrical equipment used must be in good and safe working order.
- 4.3. Additional charges may apply for the use of power from an Auckland Council asset.
- 4.4. Where power is self-generated the generation plant must be used in conjunction with "lifeguard" or RCD protection and all leads and electrical appliances must be compliant with AS/NZS 2760:1996 (In-service safety inspection and testing of electrical equipment).

5. Event Equipment

- 5.1. Auckland Council will not be liable for any damage or theft of the Event Organiser's property or equipment.
- 5.2. The Event Organiser shall provide, place and remove all temporary infrastructure as identified in the Event Permit Application and Event Advice.
- 5.3. Removal of such equipment shall take place immediately after the activity.
- 5.4. All equipment and structures used must be in good, safe working order and in accordance with the event permit and event advice.

6. Health and Safety Plan

- 6.1. The Event Organiser must adhere to the event Health and Safety Plan that has been supplied to and reviewed by Auckland Council as part of the event permit process. Failing to do so would be considered a breach of Auckland Council's Trading and Events in Public Places Bylaw 2015.
- 6.2. The Event Organiser must report any serious harm injury or notifiable incident, in terms of Sections 55 and 56 of the Health and Safety at Work Act 2015 to WorkSafe New Zealand as soon as possible. The Event Organisers should use the notification forms available on the WorkSafe NZ website, www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events to report the accident and provide Auckland Council Events with a copy. Alternately call WorkSafe on 0800 030 040.
- 6.3. The Event Organiser shall inform Auckland Council of any near misses of health and safety incidents during the event, including pack in and out as soon as possible.
- 6.4. The Event Organiser shall ensure that during the event all participants, spectators, volunteers, contractors and event staff comply with traffic laws, regulations and bylaws. The Event Organiser shall also ensure that everyone at the event complies immediately with any instructions issued by the NZ Police, NZ Fire, Auckland Transport or Auckland Council officers in the execution of their duties.

7. Information

- 7.1. All information submitted to Auckland Council is considered public information and maybe accessible under the Local Government Official Information and Meetings Act 1987 (LGOIMA) process.
- 7.2. Whilst processing an event permit, we will endeavour to treat all information with discretion, in confidence and remove commercially sensitive information where possible. However, to seek the feedback and approvals required to obtain an event permit, information will be shared with other Auckland Council Departments, elected officials, partners or other organisations as deemed appropriate by Auckland Council.

8. Noise and Light

- 8.1. Unless otherwise advised, the Event Organiser shall comply with the noise and lighting provisions as set out in the Auckland Unitary Plan 2015.

9. Notification to residents and business

- 9.1. The Event Organiser shall on the request of Auckland Council, inform residents and businesses of the event at least two (2) weeks prior.

10. Other regulatory compliance

- 10.1. It is the Event Organisers responsibility to ensure that all other regulatory compliance and conditions are met and adhered to. This may be, but not exclusive to, Resource Consent, Special Licence, Temporary Building Consent.

11. Pack in and Pack out times

- 11.1. The Event Organiser and their contractors shall adhere to the pack in and pack out times confirmed within the event permit. If the Event Organiser is unable to do so due to unforeseeable circumstances, Auckland Council will need to be contacted immediately to discuss how best to proceed.

12. Protection of the Public Space

- 12.1. The Event Organiser is liable for any damage to council assets (lawns, soil, trees, road surface, street furniture etc.) caused by the operations or activities of the permitted event.
- 12.2. This includes but is not limited to; clean-up of any remaining event waste or remedial and repair works. Prior to any work being completed, costs will be discussed and confirmed with the Event Organiser, Auckland Council and its contractors.
- 12.3. Any works must be undertaken by an Auckland Council approved contractor and at the expense of the Event Organiser.
- 12.4. The Event Organiser shall ensure that access and exits for residents, businesses and emergency vehicles remains a priority and that the public are not unduly inconvenienced.
- 12.5. Structures such as ezi ups should, where possible, face onto a hard surface to minimise any potential damage.
- 12.6. All assets, including trees, are to remain in full state and no unscheduled alterations to the facility throughout the duration of the event is allowed.
- 12.7. Generators and BBQ's are not to be placed on sports fields and require protective matting underneath at all times to minimise damage to the grass.
- 12.8. The Event Organiser shall ensure that nothing is fixed, hung or otherwise attached to any features of the Park, Reserve, Square, Street or Facility (e.g. trees, street furniture, lamp-posts, etc.) without the prior consent of Auckland Council.

13. Rain dates

- 13.1. For a rain date to be utilised, a rain date will need to be included in the lodged event permit application (or during the event permit process) and included with in the approved event permit
- 13.2. In the event of a cancellation, the event organiser will need to notify Auckland Council as soon as possible, but no later 12pm on the last working day prior to the event date to enact an approved rain date.
- 13.3. Please note, event permits are non-transferable should there be a cancellation with no prior approved rain date.

14. Roads

- 14.1. The Event Organisers must ensure that any approved Traffic Management Plan is complied with, including any parking arrangements. Not doing so would be considered a breach of the Trading and Events in Public Places Bylaw 2015.
- 14.2. The Event Organiser is liable for all costs related to the design and implementation of the events Traffic Management Plan and the associated Road Closure Notices – which Auckland Council will arrange on behalf of the organiser.
- 14.3. All marshals implementing the Traffic Management Plan must be qualified to carry out their duties.
- 14.4. The Event Organiser is to ensure that the contractor provides, places and removes all traffic management related infrastructure as stipulated in the TMP.

15. Smoke-free

- 15.1. Auckland Council approved a smoke-free policy in 2013 aimed at making public outdoor spaces smoke-free across the Auckland region. Please note that public areas such as sports fields, playgrounds, skate parks, parks and reserves are smoke free.

16. Waste Management

- 16.1. The Event Organiser is to adhere to the waste management plan as supplied to and approved by Auckland Council. This will need to meet requirements of Auckland Council's Waste Management and Minimisation Bylaw 2019.
- 16.2. All events are encouraged to be Zero Waste in working towards Auckland Council's goal of being zero waste by 2040.
- 16.3. It is the event organisers responsibility to remove all event generated waste from the site
- 16.4. Onsite bins are not to be used for event generated waste