

# EVENT CHECKLIST

The Queenstown Lakes District offers amazing locations for events and hosts a wide range of events including high profile sport, concerts and festivals through to family events and community celebrations. QLDC wants to make sure these **events are successful, use sustainable practices, and have a positive impact on the district's communities, visitors and environment**. To do this event organisers must meet certain requirements, depending on the nature and likely impact of their event, and this may include obtaining resource consent.

This Event Checklist provides a guide to the main requirements for running an event in the Queenstown Lakes District. Even if you are running a low impact event take the time to consider each item on the checklist. Better planning will help you to run a more organised and successful event. This checklist also highlights the key information required when submitting a resource consent application.

<b>THE BASICS - IMPORTANT INFORMATION FOR ALL EVENT ORGANISERS</b>	
<b>QLDC Events Office</b>	Make sure you start your event planning by contacting the QLDC Events Office Team. Get in touch with Jan Maxwell or Marie Day for a chat or to organise a meeting; phone 03 441 0499 or email <a href="mailto:events@qldc.govt.nz">events@qldc.govt.nz</a> .
<b>Event Name</b>	Consider the name of your event so it stands out from the crowd!
<b>Event Description</b>	What type of event are you holding and who are you aiming to attract to this event? Eg. sport, community, fundraising, arts.
<b>Event Location/s</b>	Where are you planning on holding your event? Is this on QLDC land or venues, private land, national park or local tracks and trails? Whose permission do you need for this event?
<b>Expected numbers</b>	Confirm the expected number of event participants / staff / volunteers / spectators. If your event is outdoors and has more than 200 people, or inside and has more than 500 people on site you will require <b>resource consent</b> .
<b>Event Date</b>	Before booking your event date make sure you research other events taking place at the same time. Consider questions such as: <ul style="list-style-type: none"> <li>• Will other events complement or clash with your event?</li> <li>• Is this the best season for your event?</li> </ul>
<b>Venue Hire Agreement / Reserve Permit / DOC Concession</b>	Book the venue/reserve as soon as possible to ensure the space is available for your event. This may mean booking up to a year in advance during peak times. The booking will not be finalised until you have met all other conditions eg. A copy of the site plan, zero waste plan, a DOC concession if using public conservation land, and resource consent (if required). QLDC Queenstown Venues/Reserves - E: <a href="mailto:bookings@qldc.govt.nz">bookings@qldc.govt.nz</a> PH: 03 450 9109 QLDC Wanaka Venues/Reserves - E: <a href="mailto:lwc@qldc.govt.nz">lwc@qldc.govt.nz</a> PH: 03 443 4173 All other QLDC Reserves - APL Property, E: <a href="mailto:queenstown@aplproperty.co.nz">queenstown@aplproperty.co.nz</a> PH: 03 442 7133 Department of Conservation (DOC) – <a href="http://www.doc.govt.nz">Concessions for Sporting Events (www.doc.govt.nz)</a>
<b>Key Contacts</b>	Provide a list of contact names and phone numbers for all staff responsible for the management of the event. The list should include those responsible for overall event management, health and safety, sound system control, management of parking and security.
<b>Event Runsheet</b>	An Event Runsheet should provide a timeline of the event from start to finish including the set-up, the event and pack down, eg. What time is security arriving onsite to open the gates for set up staff and what time will the post event clean-up crew be finished? All of this information should be collated into a detailed event programme or run sheet which will include all the tasks associated with getting the event up and running and will be set by <b>date, time, location and responsibility</b> .
<b>Permits and Licences</b>	Depending on the type of event being held you may require a permit or licence for alcohol, fire, camping, amusement devices, gaming and hazardous substances.

<p><b>Site Plan</b></p>	<p>Draw up an Event Site Plan to clearly show:</p> <ul style="list-style-type: none"> <li>• The location of any stages (including which way it faces)</li> <li>• Fencing of site and for ticketing</li> <li>• Marquees, stalls or shade structures (with relevant sizes)</li> <li>• Pick-up and drop-off areas for parking</li> <li>• Toilets, including numbers</li> <li>• Signage, including type, location and number</li> <li>• Ensuring no public area is blocked (unless specifically applied for)</li> <li>• Generators</li> <li>• Rubbish bins</li> <li>• Food or drink stalls</li> <li>• Entertainment / amusement devices.</li> </ul>
<p><b>Course map</b></p>	<p>If event involves a course, provide a route map showing details of any obstacle / structure etc. (if any). Use <a href="#">QLDC GIS Mapping</a> to access maps and aerial photos of the district.</p>
<p><b>Health and Safety Plan</b></p>	<p>As an event organiser, you have a duty of care towards all of the people associated with your event. That could be anyone from workers and volunteers to attendees. So that means you need a Health and Safety Plan to make sure everyone is kept safe.</p> <p>Here are some ideas about what to address in your Health and Safety Plan:</p> <ul style="list-style-type: none"> <li>• What are the risks involved with your event and how are they managed?</li> <li>• How are Health and Safety issues and responsibilities communicated?</li> <li>• Do workers and volunteers have the knowledge and skills to perform their jobs safely? If not, who will be supervising them?</li> <li>• How will you report and record accident and incidents?</li> <li>• How will you deal with emergency situations?</li> <li>• Can you ensure contractors, partners and suppliers uphold their safety obligations?</li> <li>• Are tools and equipment used at the event safe? For example built stages, inflatable devices, amusement rides etc.</li> </ul>
<p><b>Food Safety</b></p>	<p>As an event organiser you have a responsibility to make sure food vendors working at your event have adequate facilities to comply with food safety regulations. You must make sure all food at your event is suitable and safe to eat. Include information about how you plan to do this as part of your Health and Safety Plan and Event Runsheet.</p> <p>Complete the QLDC Food Vendor spreadsheet and email it to <a href="mailto:services@qldc.govt.nz">services@qldc.govt.nz</a>.</p>
<p><b>Zero Waste Event Plan</b></p>	<p>Read the QLDC <a href="#">Zero Waste Events Guide</a>. This guide is designed to help event organisers provide a successful event waste management plan.</p> <p>QLDC provide a list of <a href="#">Zero Waste Events Contacts</a> which contains a list of all local resources, services providers, contacts and waste related contractors for event managers.</p> <p>Complete the following QLDC forms:</p> <ul style="list-style-type: none"> <li>• <a href="#">Zero Waste Event form</a></li> <li>• <a href="#">Contractor Recommendation form</a></li> </ul>
<p><b>Signage</b></p>	<p>Signage rules for temporary events:</p> <ol style="list-style-type: none"> <li>a) Established no more than two months prior to the date of the event;</li> <li>b) Have an area no greater than 2m<sup>2</sup>, or 3m<sup>2</sup> if a Banner;</li> <li>c) Are removed within 24 hours of completion of the event;</li> <li>d) Are limited to two signs fronting any State Highway and two signs fronting other roads;</li> <li>e) Must be for the purpose of advertising or announcing a single forthcoming temporary event;</li> <li>f) Are located on the site that the event is to be held on; and</li> <li>g) Are not located within the road reserve.</li> </ol> <p>If you require any other event signage this should be applied for as part of an event resource consent application.</p>

# RESOURCE CONSENT FOR EVENTS

RESOURCE CONSENT APPLICATIONS SHOULD INCLUDE ALL INFORMATION LISTED IN “THE BASICS” CHECKLIST, ALONG WITH THE ADDITIONAL CHECKLIST INFORMATION BELOW

<p><b>Confirm if your event needs Resource Consent</b></p>	<p>Event organisers must complete the online <a href="#">Application for Resource Consent to Hold an Event</a> if their event <b>does not</b> meet following QLDC District Plan criteria:</p> <p><i>(d) Carnivals, Fairs, Galas, Market Days, Tents and Marquees, Meetings, Exhibitions, Parades, Rallies, Filming, Cultural and Sporting Events, Concerts, Shows, Musical and Theatrical Festivals and Entertainment</i></p> <p><i>Any temporary activity, including the use of buildings, for such purposes as carnivals, fairs, galas, market days, meetings, exhibitions, parades, rallies, filming, cultural and sporting events, concerts, shows, musical and theatrical festivals and entertainment, tents and marquees and uses similar in character, is a permitted activity provided that:</i></p> <ul style="list-style-type: none"> <li>▪ <i>The number of persons partaking in the activity at any one time does not exceed:</i> <ul style="list-style-type: none"> <li>- 500 persons when the activity is undertaken inside a building; or</li> <li>- 200 persons when the activity is undertaken outside; and</li> </ul> </li> <li>▪ <i>The activity does not remain on the site for a period longer than 7 days, in any calendar year; and</i></li> <li>▪ <i>The activity complies with the relevant noise standards of the zone.</i></li> </ul>
<p><b>No. of events</b></p>	<ul style="list-style-type: none"> <li>• How many events are you applying for? (i.e. x number per year for x years)</li> </ul>
<p><b>Dates of event, including reserve day</b></p>	<ul style="list-style-type: none"> <li>• Specify the date of the first event, including any reserve day required due to weather.</li> <li>• For future events, detail when these are to occur (i.e. 2 events comprising: 1 event during the months of March-April each year; 1 event during the months of October-November each year).</li> </ul>
<p><b>Expected numbers (maximum)</b></p>	<ul style="list-style-type: none"> <li>• Outline maximum number of participants in Year 1 and each subsequent year.</li> <li>• Number of staff / volunteers involved or required.</li> <li>• Expected number of spectators.</li> </ul>
<p><b>Helicopter landings (if any)</b></p>	<ul style="list-style-type: none"> <li>• Outline the number of helicopter landings for each event and their frequency. Include the landing pad on the event site plan.</li> </ul>
<p><b>Traffic and Transport</b></p>	<ul style="list-style-type: none"> <li>• Traffic Management Plan (TMP): A TMP is required if normal traffic movements, including pedestrian movements, are affected by the event. QLDC sign off required.</li> <li>• Temporary Road Closure – <a href="#">QLDC Temporary Road Closure Application Form</a> <ul style="list-style-type: none"> <li>- For QLDC roads contact APL Property, T: 03 442 7133 E: <a href="mailto:queenstown@aplproperty.co.nz">queenstown@aplproperty.co.nz</a></li> <li>- For NZTA roads contact, W: <a href="http://www.nzta.govt.nz">www.nzta.govt.nz</a></li> </ul> </li> <li>• Public transport (Bus Company, bus numbers + seats per bus, frequency, stops)</li> <li>• Parking – numbers and location.</li> </ul>
<p><b>Emergency Management Plan</b></p>	<ul style="list-style-type: none"> <li>• Provide details about event safety and evacuation procedures in case of emergency. Should be relevant to the scale of event proposed.</li> <li>• Provide a statement outlining that the event organisers will contact the NZ Police, St John’s Ambulance and the NZ Fire Service. Specify whether any of these will be on site.</li> </ul>
<p><b>Security</b></p>	<ul style="list-style-type: none"> <li>• Details on the company that will be used and where they will be providing security.</li> </ul>
<p><b>Recycling / Waste</b></p>	<ul style="list-style-type: none"> <li>• Provide statement on how waste will be managed (including recycling).</li> <li>• Fill out and provide a <a href="#">Zero Waste Event Form</a>.</li> </ul>
<p><b>Toilets</b></p>	<ul style="list-style-type: none"> <li>• Confirm how many toilets will be provided at each event.</li> <li>• Where will these be located (show on the event site plan)</li> </ul>

<b>Water supply</b>	<ul style="list-style-type: none"> <li>• Where will water be supplied from?</li> <li>• Will there be a backup if water runs out?</li> </ul>
<b>Noise</b>	<ul style="list-style-type: none"> <li>• Will there be any music or amplified sound?</li> <li>• Will there be any noise from any other activity?</li> <li>• If any activities will produce noise, provide details on this. If relevant, provide indicative noise levels.</li> </ul>
<b>Sale or supply of alcohol</b>	<ul style="list-style-type: none"> <li>• If alcohol is to be sold or supplied at an event, a Special Liquor Licence may be required.</li> <li>• The Special Liquor Licence will not be approved unless Resource Consent is approved. The Special Liquor Licence application and supporting documents must include an Event Management Plan which provides details such as managing entry into the event, security, how alcohol will be sold and managed, activities or entertainment planned, first aid / emergency services arrangements, a schedule for the events and key contact people.</li> </ul>
<b>Written approval required from affected parties</b>	<p>If your event uses private land, water ways, tracks and trails or national parks WRITTEN APPROVAL is required by these affected parties, eg.</p> <ul style="list-style-type: none"> <li>• Private land owners</li> <li>• Land Information New Zealand (LINZ)</li> <li>• Department of Conservation (DOC)</li> <li>• Upper Clutha Tracks Trust</li> <li>• Queenstown Trails Trust.</li> </ul>
<b>Building Consent</b>	<p>If your event includes a temporary structure such as a stage or marquee (larger than 30m<sup>2</sup>) then you may require building consent. This building consent must be approved before resource consent will be approved.</p> <p>Discuss this with the QLDC Events Office and they can liaise with the QLDC Building Team to confirm if you will need building consent for any of your event structures.</p>
<b>Monitoring of resource consents</b>	<p>Once the Council has granted a resource consent, we will carry out routine monitoring to make sure the event is being undertaken in accordance with the approved resource consent decision and conditions.</p> <p>During the monitoring phase we will liaise with event organisers and undertake site visits to the event to determine if you have met the conditions of the resource consent.</p> <p>To assist in minimising resource consent monitoring costs, we advise that the more proactive you are in ensuring compliance with all the conditions of the resource consent, the less time will be required to monitor your event.</p> <p>Email the Monitoring Planner at <a href="mailto:RCMonitoring@qldc.govt.nz">RCMonitoring@qldc.govt.nz</a> to discuss event monitoring or the conditions of your resource consent.</p>

## Need help?

We're happy to help you work through your event planning. Just get in touch with Jan or Marie at the Council Events Office - call 03 441 0499 or email [events@qldc.govt.nz](mailto:events@qldc.govt.nz) to arrange a time to chat.